

TOWN OF THOMASTON
REQUEST FOR PROPOSALS (RFP)
TOWN OF THOMASTON
FIRE DEPARTMENT ROOF REPLACEMENT

DUE: October 18, 2016 10:00 A.M.

The Town of Thomaston (here after referred to as the Town) invites interested parties to submit sealed bids to replace the roof at the Thomaston Fire Department, 245 South Main Street, Thomaston, CT 06787. Bids are due by October 18, 2016 at 10 A.M. and will be opened and read aloud at that time in Meeting Room 1, Thomaston Town Hall, 158 Main Street, Thomaston, CT 06787.

The scope of work for this project consists of providing labor, equipment and materials for the construction work generally consisting of, but not limited to the removal of the existing roof at the Fire House and installation of a new roof per the drawings and specifications herein. Site inspection is optional by contacting Assistant Fire Chief Glenn Clark at (860) 601-5633.

The Instructions to Bidders, Form of General Bid, Agreement, Plans, Specifications, Performance and Payment Bond and other Contract Documents may be examined at the following:

Weston & Sampson Engineers, Inc., 273 Dividend Road, Rocky Hill, CT 06067

Town of Thomaston, Selectman's Office, 158 Main Street, Thomaston, CT 06787

Copies may be obtained at the Town of Thomaston Selectman's Office, 158 Main Street, Thomaston CT or the office of Weston & Sampson Engineers, Inc. located at 273 Divided Road, Rocky Hill, CT on Monday through Thursday from 9 am to 12 noon and 1 pm to 4 pm or Friday from 9 am to 12 noon upon payment of \$50 for each set. Any unsuccessful bidder or non-bidder, upon returning such set within the time specified in the Instructions to Bidders and in good condition, will be refunded his payment.

1. AVAILABILITY OF FUNDS

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the Town for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect.

2. AGREEMENT

The Town shall, upon mutually agreed to and acceptable terms and conditions with the successful contractor, shall enter into a formal agreement for a mutually agreed to fee and period of time. The Town reserves the right, subject to mutual agreement with the successful contractor, to extend the terms of this agreement, at the proposed rate, for a mutually agreed upon period of time.

3. CANCELLATION OF AGREEMENT

The Town reserves the right to cancel any contract, at any time, with sixty (60) days prior written notice to the contractor, should any of the following conditions exist:

- Funds are not appropriated by the Town for continuance of this agreement.
- The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

4. INSURANCE REQUIREMENTS

The selected contractor, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Town.

The contractor selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the Town from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Contractor's or those of a subcontractor or any person or entity directly or indirectly employed by said Contractor. Minimum coverage is as follows:

1. Workers Compensation: Contractor shall provide workers compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
2. Commercial General Liability Insurance: Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Town of Thomaston as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.
3. Commercial Automobile Insurance: Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.
4. Umbrella Liability Insurance: Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (1) through (3). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the Town at the sole cost and expense of the Contractor. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town with certificates of insurance prior to execution of the agreement by the Town, describing the coverage.

5. AWARDING THE BID

The bid shall be awarded to the contractor whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals. The Town reserves the right to reject any or all bids in the best interest of the Town of Thomaston.

6. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals should be directed as outlined on page 00200-4 of the contract document.

To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all will be made available to all other respondents.

7. PROPOSAL SUBMISSION

Two (2) complete sets of the proposal are to be submitted to the Town no later than **October 18, 2016 at 10:00 A.M.** clearly labeled as follows: **RFP – FIRE DEPARTMENT ROOF REPLACEMENT** and shall be addressed and mailed or hand delivered to:

Fire Department Roof
Attn. Kenneth A. Koval
c/o Selectman's Office
Thomaston Town Hall
158 Main Street Thomaston, CT 06787

8. SCOPE OF SERVICES

Refer to the project manual and drawings provided.

9. CONTRACTOR REQUIREMENTS

1. Contractor must be licensed by the State of Connecticut.
2. Contractor must obtain all required permits.
3. All work to be performed in an orderly manner and in accordance with all State and local codes and requirements.
4. Contractor must maintain capability for firefighting operations by the Town.

10. QUALIFICATION REQUIREMENTS AND FORMAT

Technical Proposal Section –

Section I: Company Profile

This section should state the contractor's qualification to perform the work along with proof of required license.

Section II: Experience

The response should include details of experience in construction work.

Section III: References

Include a list of references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people.

Section IV: Other Information

Include a detailed cost proposal.

Section V: Additional Information

Include in this section any additional information you wish to provide to the Town relevant to the analysis.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the firm with regard to prices and related contractual obligations for the delivery terms.

Bid should include:

- Company Name
- Authorized Signature
- Printed Name and Title
- Phone, Fax, Email, Website Address

11. SELECTION PROCESS

Responses to this RFP will be reviewed against the criteria contained herein, and award of the contract shall be made in accordance with standard Town purchasing procedures.

The Town reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The Town further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate a contract/agreement with the contractor.