

TOWN OF THOMASTON

**REQUEST FOR PROPOSALS (RFP)
Thomaston Center School
Accessible Main Entrance
GENERAL INSTRUCTIONS**

**DUE: October 25, 2016 11:00 A.M.
SPRING 2017 PROJECT**

The Town of Thomaston Board of Education (here after referred to as the Town) invites interested parties to submit sealed proposals to provide an accessible main entrance to the Thomaston Center School, 1 Thomas Avenue, Thomaston, CT 06787. Bids are due by October 25, 2016 by 11:00 A.M. and will be opened and read aloud in Meeting Room #1, Thomaston Town Hall, 158 Main Street, Thomaston, CT 06787 at that time.

There will be a MANDATORY pre-bid meeting at the site on October 13, 2016 at 11:00 A.M. at Thomaston Center School, 1 Thomas Avenue, Thomaston, CT 06787.

Work will consist of installing handicap accessibility to the main entrance of the Thomaston Center School. Standard instruction, conditions and reservations for bid set may be made at the Selectman's Office, Thomaston Town Hall, 158 Main Street, Thomaston, CT 06787 starting July 6, 2016 between the hours of 9:00 A.M. and 5:00 P.M. Monday through Thursday and between the hours of 9:00 A.M. and 12:00 Noon on Friday with a non-refundable payment of \$25.00 made payable to the Town of Thomaston.

Project can be scheduled for Spring of 2017.

Each bid shall be signed by the bidder and accompanied by a certified check or a bid bond in an amount equal to ten percent (10%) of the bid, payable to the Town of Thomaston in accordance with the instructions and bid form contained in the project manual.

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, 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/agreement, 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 firm 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. Include a statement that no conflicts of interest exist in the provision of the services.

Umbrella Liability Insurance: Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). 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 SERVICES

The services 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.

6. SUBMISSION OF QUESTIONS

Questions relating to this request for proposals should be directed as outlined on page SIB-1 of the project manual.

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

7. PROPOSAL SUBMISSION

Two (2) copies of your complete proposal in accordance with the project manual must be submitted to the Town no later than **October 25, 2016 at 11:00 A.M.** clearly labeled as follows: **RFP – Center School Accessibility** and shall be addressed and mailed or hand delivered to:

Thomaston Center School Accessibility
Attn. Kenneth A. Koval
c/o Selectman's Office
Thomaston Town Hall
158 Main Street, Thomaston, CT 06787

8. SCOPE OF SERVICES

Refer to 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.

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.

Company Name
Authorized Signature
Title
Printed Name
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/agreement 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 an contract/agreement with the contractor.