



Town of Stafford

REQUEST FOR PROPOSALS (RFP)

RFP NO. 16-104

The Town of Stafford is accepting Proposals on the following:

**Stafford Community Center
Vinyl Siding
3 Buckley Highway
Stafford Springs, CT**

All proposals must be made in accordance with Stafford bidding ordinance 11-5 supplied by:

The Town of Stafford
DPW Office
Town Hall, 1 Main Street
Stafford Springs, CT 06076
<http://www.staffordct.org>

All proposals must be received by the **Proposal Due Date of: April 27, 2017**

**TOWN OF STAFFORD, CONNECTICUT
REQUEST FOR PROPOSALS**

**Stafford Community Center
Vinyl Siding
RFP 16-104**

Request for Proposal packets will be available on Monday April 10, 2017 and may be obtained online at <http://www.staffordct.org> or in person, by calling the Town of Stafford Department of Public Works Office at 860-684-1764, 1 Main Street, Stafford Springs, CT 06076 during regular business hours: 8:00am - 4:30pm Monday, Tuesday and Wednesday and 8:00am - 6:30pm on Thursdays.

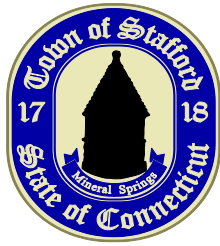
A **Mandatory** pre-proposal meeting and site tour will be held at the Stafford Community Center, 3 Buckley Highway, Stafford Springs, CT on **Tuesday April 18, 2017** at 10:00am.

Request for Proposals are due on Thursday April 27, 2017 at the Department of Public Works Office, Town of Stafford Town Hall, 1 Main Street, Stafford Springs, CT 06076 by 2:00 pm.

The Town of Stafford reserves the right to amend or terminate this Request for Proposal; accept all or any part of a proposal; reject all proposals; waive any informalities or non-material deficiencies in a proposal; and award the proposal to the firm which in the opinion of the Town presents the best value to the community in terms of experience, cost and ability to complete the tasks in a timely fashion and not necessarily the lowest bid.

The Town of Stafford is an Equal Opportunity/Affirmative Action.

Dated this 6th day of April, 2017
Town of Stafford
Journal Inquirer publication: April 7, 2017.



**TOWN OF STAFFORD
INVITATION TO BID**

PROJECT TITLE:

Stafford Community Center Vinyl Siding, RFP 16-104

PROPOSAL DUE DATE:

Thursday April 27, 2017

All proposals should be sealed with the project title and RFP number clearly written on the front. They are to be delivered to the Department of Public Works Office no later than 2:00pm. A formal "opening" will not be held and prices will not be read.

ESTIMATED TIME PERIOD FOR CONTRACT:

Approximately One (1) year. The Town reserves the right to extend the contract.

CONSULTANT ELIGIBILITY:

This procurement is open to those companies that satisfy the minimum qualifications stated herein and that are available for work in the State of Connecticut.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction and Background
2. Scope of Work
3. Submission Requirements
4. Contract Considerations
5. Award of Contract
6. RFP Attachments

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Town of Stafford is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating in a project to install vinyl siding on the Community Center.

The Town intends to award one or more contracts to provide the services described in this RFP. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

1.2 MINIMUM QUALIFICATIONS

Minimum qualifications of contractors include:

- Licensed to do business in the State of Connecticut
- Ten years minimum experience
- Employ experienced workers and experienced supervisory personnel

2. SCOPE OF WORK

2.1 OBJECTIVES AND SCOPE OF WORK

- Remove existing cedar shakes on upper half of building.
- Wrap building in vapor barrier. (Tyvek or equal)
- Install 1/2" insulation board.
- Second story window trim to be wrapped in white aluminum.
- Gable and fascia boards to be wrapped in white aluminum.
- First story windows and porch area excluded.
- Vented soffit to be installed in roof overhang.
- Drill holes or cut openings in existing wood soffit for venting.
- Install vinyl siding (Ply-gem Mastic Carved Wood 44 Siding)
 - Product Description: Double 4 profile, 8 inch exposure; nominal 0.044 inch material thickness; nominal 12 feet 6 inch piece length; wood grain finish.
 - Color TBD.

2.2 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about May 1, 2017 and to end on or about June 30, 2017. Amendments extending the period of performance, if any, shall be at the sole discretion of the Town of Stafford.

The Town of Stafford also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. The Town of Stafford reserves the right to extend the contract.

2.3 PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Site walk through	April 18, 2017
Proposals due	April 27, 2017
Recommendation for award	May 4, 2017
Contract finalized	May 11, 2017

The Town of Stafford reserves the right to revise the above schedule.

3. SUBMISSION REQUIREMENTS

3.1 ONE-TIME SITE VISIT

A **Mandatory** pre-proposal meeting and site tour will be held at the Stafford Community Center, 3 Buckley Highway, Stafford Springs, CT on April 18, 2017 at 10:00 am.

3.2 SUBMISSION DUE DATE

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Town of Stafford and will not be returned. Unless otherwise noted within a proposal, proposals received in response to this document are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the Town and the firm submitting the proposal. The envelope should be sealed with the project title and RFP number clearly written on the front and put to the attention of the Department of Public Works Office. Proposals may not be submitted using facsimile or email transmission.

3.3 MOST FAVORABLE TERMS

The Town of Stafford reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The Town of Stafford reserves the right to contact a Consultant for clarification of the proposal.

3.4 NO OBLIGATION TO CONTRACT

This RFP does not obligate the Town of Stafford to contract for services specified herein.

3.5 REJECTION OF PROPOSALS

The Town of Stafford reserves the right, at its sole discretion, to reject any and all proposals received without penalty and will not be required to issue a contract as a result of this RFP.

Whenever it is deemed to be in the best interest of the Town, the First Selectman or designated representative shall waive informalities in any and all bids.

3.6 REFERENCES

The proposal shall include three references of a project of similar size, at least one being from a municipality.

4. CONTRACT CONSIDERATIONS

4.1 EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act.

4.2 INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the Town of Stafford, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the Town of Stafford or its officers, agents or employees. The Town, as a sovereign government, cannot indemnify businesses or individuals.

4.3 INSURANCE COVERAGE

The Contractor is to furnish the Town of Stafford with a Certificate(s) of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate(s) of Insurance that insurance shall be provided and a copy shall be forwarded to the Town of Stafford within fifteen (15) days of the contract effective date.

- 1) General liability insurance policy with limits of 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. General liability coverage shall be written on ISO occurrence from CG 00 01, or a substitute form providing equivalent coverage. General liability must also include contractual liability. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
- 2) 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. Commercial auto coverage shall be written on ISO form CA 00 01 1990 or later edition, or a substitute form providing equivalent coverage.
- 3) Connecticut workers compensation and employers 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.
- 4) Commercial umbrella liability policy in excess of those limits described above. Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence.

Additional Provisions

Above insurance policy shall include the following provisions:

Additional Insured: The Town of Stafford, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the Town of Stafford.

Cancellation: The Town of Stafford shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accordance with the following specifications. The insurer shall give the Town 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the Town shall be given 10 days advance notice of cancellation.

Identification: Policy must reference the Town's contract number and the agency name.

Insurance Carrier Rating: All insurance & bonds are to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Stafford.

Excess Coverage: By requiring insurance herein, the Town does not represent that coverage and limits will be adequate to protect the Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the Town in this contract.

5. AWARD OF CONTRACT

5.1 NOTIFICATION TO PROPOSERS

The Town of Stafford will notify the successful Contractor of their selection upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail or facsimile if such information is provided with bid proposals.

5.2 BILLING PROCEDURES AND PAYMENT

The Town of Stafford will pay upon completion of said project. The invoices shall describe and document to the Town's satisfaction a description of the work performed and fees charged.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the Town of Stafford. The Town shall withhold ten percent (10%) from total payment until acceptance by the Town.

5.3 CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

Contractor's Contract Manager	Town of Stafford Contract Manager
<p><u>Contract Manager's Name:</u></p> <p><u>Contractor:</u></p> <p><u>Contractor's Address:</u></p> <p><i>Phone : ()</i></p> <p><i>Fax: ()</i></p> <p><i>Email address:</i></p>	<p>Bruce Davis Facilities Supervisor 1 Main Street Stafford Springs, CT 06076</p> <p>Phone: (860) 684-1789 Cell: (860) 878-0735 Fax: (860) 684-1785 Email address: <i>davisb@staffordct.org</i></p>

5.4 APPROVAL

This contract shall be subject to the written approval of the Town's authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

GENERAL CONSTRUCTION SPECIFICATIONS:

Permits: All permits, licenses and fees required for the performance of the contract work shall be secured and paid for by the Contractor. The local building permit fees will be waived.

Workmanship: The entire work described herein shall be completed in accordance with the plans and specifications to the full extent and meaning of the same. Unless otherwise specified all materials incorporated in the permanent work shall be new and of good quality.

Property Access: The Contractor shall take all proper precautions to protect personnel from injury or unnecessary interference and provide proper means of access to abutting property where the existing access is cut off by the contractor.

Disposal of Materials: The Contractor shall dispose of all materials in compliance with state and local regulations.

Disposal of Hazardous Materials: The Contractor shall dispose of all hazardous materials in compliance with state and local regulations.

THIS CONTRACT, consisting of _____ pages and _____ attachment(s), is executed by the persons signing below who warrant that they have the authority to execute the contract.

Contractor

Town of Stafford

Signature

Signature

Title

Date

Title

Date