



## OFFICE OF THE SELECTMEN

115 Main Street, PO Box 96, Voluntown, CT 06384

### **RFP #2022-3 VOLUNTOWN PUBLIC LIBRARY - REMOVE AND REPLACE ROOF AND GUTTERS**

**BID NUMBER:** 2022-3

**RFP OPENING DATE:** April 26, 2022

**RFP OPENING TIME:** 2:00 PM

**RFP OPENING PLACE:** Voluntown Town Hall Meeting Room

The Town of Voluntown is seeking bids from qualified contractors to replace the roof and gutters on the Voluntown Public Library, located at 107 Main Street, Voluntown, CT 06384.

For a firm to be considered for this engagement, one (1) original and two (2) copies of sealed proposals must be received in the Selectmen's Office of the Voluntown Town Hall, 115 Main St, Voluntown, CT 06384 by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after **April 26, 2022 2:00pm**.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.voluntown.gov](http://www.voluntown.gov), under "Legals & Bids" **Each Bidder is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, 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 Bidder that, in the Town's judgment, will be in the Town's best interests.

The Town of Voluntown is an affirmative action/equal opportunity employer.

Tracey Hanson  
First Selectman

## **Introduction**

The Town of Voluntown is seeking bids from qualified contractors to replace the roof and gutters on the Voluntown Public Library, located at 107 Main Street, Voluntown, CT 06384. In addition to the base bid for Architectural shingles, the Town would also like an alternate price to do the roof in standing seam metal roofing.

## **Scope of Services**

- Remove and dispose of existing shingle and debris
- Remove the existing Solar Panels and pay for all rigging.
- Removal of all electrical conduits and wiring from the panels thru the roof to the net metering location/inverter.
- Remove of the inverter and safe off the electrical.
- Repair of any holes from the wiring on the roof or attachments.
- Contractor will be responsible for a dumpster/debris removal.
- Install ice/water shield on entire roof
- Install ridge vent
- Install aluminum drip edge on all outside edges
- Install starter course on all eaves
- Install synthetic waterproof underlayment on all exposed roof deck
- Install, hurricane nailed, GAF H.D.Z lifetime (50 year) architectural shingles (or equivalent)
- Install flashing on all necessary roof penetrations
- Remove and replace all gutters and down spouts
- Contractor will be responsible for filing any necessary permits (see permitting section)
- Apply 3 coats of paint and 1 coat of sealant on all fascia board, remove and replace sections that are beyond re-use.
- New rubber boots for all vent thru roofs that exist
- Bidders are responsible for all field measurements to verify all dimensions and material requirements

## **Additional Alternate – Scope of work:**

- Required to list cost for standing seam metal roof

The bidder must:

- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the Town.
- Provide the highest quality customer service to the Town, not limited to, but particularly in the areas of reliability and billing.
- The selected firm shall work with and cooperate with the Finance Department in rendering services pursuant to this RFP.

## **General Clarifications:**

### **QUALIFICATIONS**

Eligible Bidder will be those individuals, businesses and firms that meet the following

qualifications:

- Bidder must have demonstrated experience and expertise regarding providing the types of or similar services as those outlined in the RFP.
- Bidder must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- Bidder must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town regarding any tax, debt, contract, security or any other obligation.
- Bidder must be qualified and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with any/all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.

#### **CLARIFICATIONS**

- **Contractor is responsible for all field measuring.**
- **Payment terms will be Net 30.**
- **Work can be scheduled during normal working hours, 7am-4pm**
- Contractor is responsible for providing dumpster, if necessary, (excluding recyclables).
- Coordination of work will be directed through the Project Manager. All change orders must be approved by Project Manager prior to change.
- Work will need to be performed so as to create minimum disturbance to patrons and personal that work within and around the facilities.
- The selected contractor shall comply with governing codes and regulation and utilize experienced personnel.
- The contractor shall maintain a neat and orderly work area at all times. The selected contractor shall be responsible for the cleanup and disposal of debris.
- Contractor must pull trade permit and fees for permits issued by the Town will be waived.
- Please note that all work is to conform to State of Connecticut adopted codes and shall be of the highest quality.
- The contractor will provide the names of personnel working on this project to the Project Manager.
- All work (labor and materials) shall have a minimum Two (2) Year warranty. Supply in writing warranty of materials and labor **prior** to invoicing.

#### **SCHEDULE**

**Construction to begin immediately after a purchase order or notice from the Town of Voluntown on the agreed bid price and must be completed by end of August 2022.**

Bidder understands that scheduling is of prime importance in this project and will be considered in the bid evaluation. Bidder acknowledges and agrees that it can and will perform the work in accordance with the schedule it proposes and has included all costs for overtime or shift work that may be required to complete the work as scheduled.

## **CONDITIONS**

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal:

1. The Bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the Bidder's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
2. All subcontractors hired by the Bidder awarded a contract or purchase order as a result of this RFP must have prior approval of the Town prior to and during the agreement period.
3. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the Bidder and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful Bidder is notified that the contract or purchase order has been accepted and approved by the Town. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the Bidder and signed by the Town Manager.

## **RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT**

The Town may, in its sole discretion, clarify, modify, amend, or terminate this RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Addendum, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest. All such actions shall be affected by a posting on the Town's website, [www.voluntown.gov](http://www.voluntown.gov).

Each Bidder is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful Bidder for any unfunded year or years.

## **KEY DATES**

RFP Advertised April 11, 2022

RFP Open Date April 26, 2022 at 2:00 p.m.

Contract Execution Date TBD

## **PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals must set forth accurate and complete information for each of the items listed in Attachments A & B.

Your proposal should be submitted in a sealed envelope marked

**“VOLUNTOWN PUBLIC LIBRARY - REMOVE AND REPLACE ROOF AND GUTTERS RFP #2022-3”**

**to the Selectmen’s Office at the Voluntown Town Hall, 115 Main St, Voluntown, CT 06384 until but no later than 2:00 P.M., April 26, 2022. The Town will not accept submissions by e-mail or fax. Bidders are solely responsible for ensuring timely delivery. The Town will NOT accept late proposals.**

Proposal prices must be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened.

Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the Bidders’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful Bidder.

## **QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFP are to be submitted in writing (including by e-mail or fax) and directed only to:

Name: Frank Zaino

Position: Project Manager

Email: [fzaino@fza-inc.com](mailto:fzaino@fza-inc.com) Fax: (860-535-3997)

Bidders are prohibited from contacting any other Town employee, officer or official concerning this RFP. A Bidder’s failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from Bidders no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a Bidder’s questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town’s website, [www.voluntown.gov](http://www.voluntown.gov). Each Bidder is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no Bidder shall rely on any alleged oral statement.

## **ADDITIONAL INFORMATION**

The Town reserves the right, either before or after the opening of proposals, to ask any Bidder to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

## **FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act. Bidders are encouraged not to include in their proposals any information which is proprietary, a trade secret, or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

## **LEGAL STATUS**

If a Bidder is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any Bidder's legal status.

## **PRESUMPTION OF BIDDER'S FULL KNOWLEDGE**

Each Bidder is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A Bidder's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each Bidder is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each Bidder represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each Bidder shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

## **TAX EXEMPTIONS**

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

## **AWARD CRITERIA & SELECTION**

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Bidders may be present at the opening the Town Hall.

The Town reserves the right to correct, after Bidder verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or Bidders, and to negotiate with one or more of the finalists regarding the terms of this engagement.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a Bidder's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

### **Evaluation Criteria**

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the Bidder in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

- The background, experience, and strength of the Bidder in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed for other municipalities.
- The Bidder's responsiveness and compliance with the RFP requirements and conditions to provide the services requested.
- A review of references provided with the Proposal, and administration of prior contracts.
- Competitiveness of proposed cost. The Town reserves the right to negotiate cost with the selected Bidder. The Town may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the Bidder does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the Bidder and may enter into discussions with another Bidder. The Town will post the Preliminary Notice of Award and related information on its website, [www.voluntown.gov](http://www.voluntown.gov), under "legals & bids."

The Contract Execution date in Key Dates is anticipated, not certain.

### **ATTACHMENTS**

The following attachments are included below and must be completed, as detailed within the RFP.

- A. Bid Form
- B. Additional Information

### **INDEMNIFICATION**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Voluntown and the State of Connecticut, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

### **INSURANCE REQUIREMENTS**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance evidencing such insurance and policy endorsements with the Town, specifically naming the Town and the State of Connecticut as additional insureds on a primary and non-contributory basis:

- Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- Professional Liability with limits not less than \$1,000,000.
- Umbrella Liability of not less than \$1,000,000.
- Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.



**TOWN OF VOLUNTOWN, CONNECTICUT**  
***Voluntown Public Library Roof & Gutter Replacement #2022-3***

**ATTACHMENT A: BID FORM**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Lump Sum to replace roof with 50 year shingles and all required materials and labor:

Amount \$ \_\_\_\_\_

Lump Sum to replace all gutters and downspouts and all required materials and labor:

Amount \$ \_\_\_\_\_

Anticipated time frame to complete shingled roof: \_\_\_\_\_

*Add Alt – Standing Seam Metal Roof*

Amount \$ \_\_\_\_\_

Anticipated time to complete standing seam metal roof: \_\_\_\_\_

**BIDDER CLARIFICATIONS AND EXCLUSIONS** (List below or write "attached" if listed on a separate sheet)

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail address

**TOWN OF VOLUNTOWN, CONNECTICUT**  
***Voluntown Public Library Roof & Gutter Replacement #2022-3***

**ATTACHMENT B: Additional Information**

**BIDDER'S STATEMENT**

Are you licensed (and registered in CT) to perform the services called out for in this RFP? \_\_\_\_\_

List of References:

1. Company: \_\_\_\_\_  
Contact Name and Phone: \_\_\_\_\_
2. Company: \_\_\_\_\_  
Contact Name and Phone: \_\_\_\_\_
3. Company: \_\_\_\_\_  
Contact Name and Phone: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Bidder Information: Please provide the following information:

- Firm Name: \_\_\_\_\_
- Main office address: \_\_\_\_\_
- Primary Contact: \_\_\_\_\_
- How many years have you been engaged in services you provide under your present name? \_\_\_\_\_
- Have you ever failed to complete any work awarded to you? \_\_\_\_\_
- Have you ever defaulted on a contract? \_\_\_\_\_