



**TOWN OF MANSFIELD  
Facilities Management Department  
Request For Proposal (RFP)**

**Roof Replacements at Bicentennial Pond Park and Animal Control Facility**

**Submission Deadline:**

2:00 p.m., Thursday, March 29, 2018

**Submission Contact and Address:**

Office of the Director of Finance  
Finance Department  
4 South Eagleville Road  
Mansfield, Connecticut 06268

[www.mansfieldct.gov](http://www.mansfieldct.gov)

**Background:**

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The Town takes care of four school buildings, grades pre-Kindergarten to eighth. Additional facilities the department maintains include Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, Animal Control Facility, Three Small Park Buildings, Historical Society, Old Eagleville School House, and Three Fire Stations.

The Facilities Management Department has been maintaining these buildings drawing funds from the operating budget and also making capital improvements as needed.

**Overview:**

The Facilities Management Department is requesting a proposal from roofing professionals experienced in the removal of shingles, metal roofing materials and the installation of new materials. The selected vendor will need to submit and cover fees for any required permits to complete the work. The selected vendor will work with the Facilities Management Department, Parks and Recreation Department, and Animal Control personnel.

**Scope of Work:**

The selected vendor will be expected to:

1. Remove all roofing materials down to the plywood or bare wood.
2. Replace any rotten wood prior to installing new roofing.
3. Dispose of all waste material.
4. Magnetic sweeping of surrounding areas where debris may fall to pick up any nails.
5. Shingles or any roofing materials need to carry a minimum of a thirty year wear warranty which needs to be provided in writing.
6. All workmanship needs to carry a five year warranty provided in writing.
7. The minimum standards shall meet the current building codes for the installation of any new materials.
8. The buildings included in this bid at the Bicentennial Pond Park are the Pavilion, the Bath House, and the Pump House Shed. The buildings included in this bid at the Animal Control Facility are the Animal Control Building and the Shed.
9. Color selection is to be provided to the customer before any purchasing of materials.
10. Install drip edging at all locations.
11. Install ice shield barrier as code requires for all locations.
12. Install new gutters, with downspouts at a minimum four (4) inches, at all locations.
13. Install Architectural Shingles to replace existing shingles at the Bicentennial Pond Park locations.
14. Install metal roofing with a fastening system from the underneath side at the Animal Control locations.

## **SUBMISSION REQUIREMENTS**

### ***Submission Due Date:***

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Thursday, May 29, 2018. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

### ***Pre-Bid Walk-Through:***

Attendance at a pre-bid walk-through is highly recommended to review the project scope, site, and conditions as well as address any questions regarding the project. The Pre-Bid Walk-Through will be held on an as-call basis. You will need to call the Facilities Management Office at 860-429-3331 to arrange an appointment.

### ***Directions for Submissions:***

Interested companies are required to submit one (1) original hard copy with two (2) additional hard copies or one (1) hard copy with an electronic (PDF) copy. Hard copies are to be delivered to the Finance Office at the address listed on cover; electronic copies are to be sent via email to: [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org).

Those companies applying must be licensed, certified, and have a proven record to perform the work, provide evidence of experience in roofing, and cost estimation of similar projects in the Northeast Region of the United States. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise
- Similar Projects/References
- Schedule of Fees (Bid Form attached)
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

### ***Insurance Requirements***

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at not less than the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$500,000 per occurrence, \$1,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the

duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Town of Mansfield shall be listed as "additional insured" by name on all such insurance certifications.

***Proposal:***

The proposal shall be a lump sum for the services to be provided and broken down by location, based on the scope of services herein. Please provide a breakdown of your fee on the attached bid form.

***Contract:***

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications, and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

# Bid Form

The undersigned proposes to furnish all labor and materials required for Roof Replacements at Bicentennial Pond Park and Animal Control Facility for the Town of Mansfield in accordance with the accompanying scope of work, for the contact price specified below.

This bid includes Addenda numbered \_\_\_\_\_

The proposed contract price for all locations at the Bicentennial Pond Park is:

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Words) (Figures)

The proposed contract price for all locations at the Animal Control Facility is:

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Words) (Figures)

The proposed total lump sum cost for all the locations at the Bicentennial Pond Park and all the locations at the Animal Control Building is:

\_\_\_\_\_ \$ \_\_\_\_\_  
(Written Words) (Figures)

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signed name of bidder)

Corporate Seal

\_\_\_\_\_  
(Printed name of bidder)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone)

***Evaluation Criteria & Right to Reject:***

The Facilities Management Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Management Department will be guided by what it deemed to be in the best interest of the town at the time of selection. The Facilities Management Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Jobs may be awarded as a package or broken down by location based on best value for the Town of Mansfield. All work must be completed by May 28, 2018.

Responses will be reviewed and evaluated by the Facilities Management Department and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements (Prior to May 28, 2018)
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Attendance at Pre-bid Walk-through
- Local (City, County, Regional) experience

***Additional Information:***

Additional information may be obtained by contacting:

Allen N. Corson, Director  
Facilities Management Department  
Phone: 860-429-3326 or  
Email: [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org)