



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

**Painting Exterior O&M of the Town Hall**

**Submission Deadline:**

3:00 p.m., Friday, May 20, 2016

**Submission Contact and Address:**

Allen N. Corson, Director  
Facilities Management Department  
4 South Eagleville Road  
Mansfield, Connecticut 06268  
860-429-3326

[Corsonan@mansfieldct.org](mailto:Corsonan@mansfieldct.org)  
[www.mansfieldct.org](http://www.mansfieldct.org)

**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 also include, which the department maintains, Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, 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 Department is requesting a proposal from painting professionals experienced in painting, prep work, and various siding repair and replacement work. The work will include operations and maintenance of surfaces painted with lead paint. The company selected will need to identify areas with lead paint. We are looking for the chosen vendor to help identify areas where we may be able to either cover over trim with aluminum or replace with a suitable outside grade material that is low maintenance and preserves the aesthetics of the building. We request that companies provide pricing to paint the Town Hall Building exterior areas currently painted. Price shall be a lump sum and any broken down additional costs listed out. 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 Principals, Superintendent of Schools, and Building Directors.

**Scope of Work:**

The selected vendor will be expected to:

Test painted surfaces to identify the best methodology for handling. O&M, Remediation or encapsulation.

Evaluate what is needed to repair siding and trim, if needed.

Include the work for the proper prep of areas to be painted or stained.

Paint or stain and upkeep maintenance of exterior areas to include all doors, frames and trim.

Provide professional cost estimates broken down so that the work can be compared.

## **SUBMISSION REQUIREMENTS**

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

Qualifications and proposals will be accepted at the Facilities Management Office, 4 South Eagleville Road, Mansfield, CT 06268, until Friday, May 20, 2016, at 3:00 p.m. 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:***

A single site visit will be held Thursday, May 12, 2016, at 1:00 p.m., starting in the Council Chamber at the Audrey P. Beck Municipal Building, 4 South Eagleville Road, Storrs Mansfield, CT. Respondents are strongly encouraged to attend; preference in review will be given to respondents who attend. The project scope, site, and conditions will be reviewed, as well as any questions and answers regarding the project. You will need to call or email the Facilities Management Office at 860-429-3320 to arrange an appointment or email to: [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org)

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

Interested companies are required to submit one (1) copy via electronic means (PDF) copy, or deliver by mail, or hand deliver a hard copy to the Facilities Management Office at the address listed on cover; electronic copy to be sent via email to: [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org).

Those companies applying must be licensed, certified or have a proven record to perform the work, and provide evidence of experience in both interior and exterior painting projects and siding repairs, as well as 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
- 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.

### ***Proposal:***

The proposal shall be a lump sum for the services to be provided and broken down by job specific details based on the scope. Please provide a breakdown of your fee by major task (condition analysis, preliminary design, etc).

### ***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 deems 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.

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 (Summer 2016)
- 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

***Insurance:***

Before the commencement date of any Contract, the vendor shall be required to furnish to the Town of Mansfield with a certificate of insurance, with coverage as required below, issued by an insurance company licensed to conduct business in the State of Connecticut, which has at least an “A-” rating according to Best Publications latest edition of its Key Rating Guide, Town of Mansfield and if applicable its representative/agent shall be named as an additional insured as its interest may appear on all such coverage. Failure to maintain such required insurance coverage and to name Town of Mansfield as an additional insured may be grounds for termination of any Agreement.

- Comprehensive general liability including contractual liability, products completed operations insurance, as applicable, with limits of not less than \$2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence, and \$1,000,000 bodily injury aggregate per policy year and limits of \$1,000,000 for all property damage sustained by each person as a result of any one occurrence, and \$1,000,000 property damage aggregate per policy year or a combined single limit of \$1,000,000. All deductibles (if any) shall be the sole responsibility of the Contractor to pay and/or indemnify;
- Automobile liability insurance including non-owned and hired vehicles in the same limits as indicated in the paragraph above;
- Workers’ compensation insurance at the Connecticut statutory limit, including employers’

liability with limits of \$100,000 for each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee; and

In addition:

The insurance requirements shall apply to all Subcontractors; all policies, other than pollution legal liability insurance, shall be on the occurrence form; any exception must be authorized by Town of Mansfield, whose consent shall not be unreasonably withheld; acceptable evidence of coverage will be on the ACORD form or a form with the same format acceptable to each Contracting Community; all renewal certificates shall be furnished at least ten (10) business days prior to policy expiration; and Each certificate shall contain a thirty (30) day notice of cancellation.

***Hold Harmless and Indemnification:***

In addition to its obligation to provide insurance as specified in Section above, the Contractor shall indemnify, defend, save and hold harmless Town of Mansfield, including but not limited to, its elected officials and officers, employees, representatives and agents (collectively, the “Town of Mansfield Indemnified Parties”) from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys’ and consultants’ fees, and will defend the Town of Mansfield Indemnified Parties in any suit, including appeals, for personal injury to, or death of, any person or persons, or loss or damage to property arising out of (i) the Contractor’s performance or non-performance of its obligations under this Agreement, (ii) the breach of any obligation of the Contractor contained in this Agreement, or (iii) any misrepresentation or breach of warranty by the Contractor contained in this agreement. Notwithstanding anything herein to the contrary, the Contractor shall not, however, be required to reimburse, defend, hold harmless or indemnify any Town of Mansfield Indemnified Party for loss or claim arising out of the willful misconduct, recklessness, or negligence of such Town of Mansfield Indemnified Party or any third party, and the Town of Mansfield Indemnified Party whose willful misconduct, recklessness, or negligence is adjudged by a court of competent jurisdiction to have caused such loss or claim will reimburse the Contractor (without duplication) for the costs of defending any suit as required above. A Town of Mansfield Indemnified Party shall promptly notify the Contractor of the assertion of any claim against it for which it may be entitled to be indemnified hereunder, shall give the Contractor the opportunity to defend such claim with legal counsel reasonably acceptable to such Town of Mansfield Indemnified Party, and the Contractor shall not settle any non-monetary aspect of such claim which may adversely affect such Town of Mansfield Indemnified Party without the approval of the Town of Mansfield Indemnified Party, which approval shall not be unreasonably withheld, conditioned or delayed. In addition to such legal counsel retained by the Contractor, a Town of Mansfield Indemnified Party shall have the right to employ separate counsel in response to the assertion of any claim against it for which it may be entitled to indemnification hereunder, but the fees and expenses of such counsel shall be paid by the Town of Mansfield Indemnified Party. These indemnification provisions are for the protection of the Town of Mansfield Indemnified Parties only and shall not establish, of themselves, any liability to third parties. These provisions shall survive the expiration or earlier termination of the Agreement. In claims against any Town of Mansfield Indemnified Party by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers’ compensation acts, disability benefit acts or other employee benefit acts.

All applicable federal and state laws, county, bi-county, local, and municipal ordinances, and the orders, rules and regulations of all authorities having jurisdiction over this work shall apply to the Contract throughout the term of the agreement, and they will be deemed to be included in the contract the same as though written out in full.

***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)