

# Youth and Family Services

Miscellaneous Construction and Repairs  
322 Mail Street, Old Saybrook, CT 06475



Office of the First Selectman  
302 Main Street  
Old Saybrook, Ct 06475

## **Request for various Miscellaneous Construction and Repairs for 322 Main Street, Old Saybrook, CT**

The Town of Old Saybrook is requesting proposals from experienced contractors to provide services which include the installation of the exterior clapboard siding, trim, porch decking and railings, columns, and shutters on the exterior of the Youth and Family Services building located at 322 Main Street, Old Saybrook, CT. This project constitutes Phase II of construction (Phase I having been removal of lead based paint).

These parts of this building are scheduled to be removed under a separate lead-based paint (LBP) removal project. Their timely replacement needs to be phased and coordinated as soon as possible after the lead abatement project has been completed.

Proposals must be received by the Town of Old Saybrook in the office of the Finance Director, located at 302 Main Street, Old Saybrook, CT by 2:00 p.m. on **June 23, 2017 at which time bids will be opened.** In the event of the closure of Town Hall, bids will be opened at the same time on the following business day that Town Hall is open. A non mandatory but recommended pre-bid meeting will be held at 10:00 a.m. on June 19, 2017 at the site (322 Main Street) to answer questions concerning this proposal.

The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities, or to award the contract to a bidder other than the lowest bid, and award this contract as it feels will best serve the public interest.

The town of Old Saybrook is an affirmative Action/Equal Opportunity Employer, MBE's, WBE's and SBE's are encouraged to submit proposals.

**Please note the proposed cost for this proposal must be submitted by the closing date to qualify your proposal for consideration by this Town.**

### **Project Timetable**

Interviews with prospective contractors will be conducted and the successful bidder will be selected during the summer of 2017 with an anticipated completion date of October 1, 2017. The award of this contract will be based on the lowest, responsible, qualified bidder. Responsibility will be evaluated based on the vendor's previous years of experience, qualifications, and references involving similar projects.

Previous experiences and ability to successfully competently complete this project in a timely fashion within our capital budget will be seriously considered. All proposals in response to this RFP are to be the sole property of the Town of Old Saybrook. All information associated with this project are subject to State laws defining freedom of information and privacy rules, regulations and interpretation resulting from these laws. The Contractor agrees that this proposal will remain in effect for a period of 180 days after the bid submission deadline.

## **Scope of Service**

The Contractor selected for this project will be responsible for providing competent persons that are trained, knowledgeable and qualified in the skills of carpentry, masonry, and painting. It is imperative that these tradesmen can be relied upon to phase their work assignments in tandem with other trade personnel on site in a safe working environment. Examples, questions or demonstration of preferences for installation of materials are recommended whenever possible. All paint and material colors will be selected by the Town's representative prior to purchase and application.

This project involves the installation of approximately 3 to 4 thousand square feet of primed clapboard using the HardieZone System over Tyvek sheeting. The lap siding will be 5.25 width with a finished 4" exposure, smooth surface. The hardiboard will be 5/8 in thickness cut from 12-foot plank stock. All clapboard seams will be flashed and sealed with paintable white acrylic latex caulking during installation to facilitate later painting.

Azek stock trim boards will have to be customized and installed using the same measurements as the original LBP boards previously used to cover the original corners, window trim, and bottom boards. Rabbeted 5/4 x 6 one piece Azek corner boards are recommended to be special ordered as one piece units for the vertical end units of the house and dovetailed to ease clapboard installation. Integrated Azek drip edges and universal shirt boards will be used over windows, doors and bottom trim boards where necessary.

The Azek trim boards will have to be measured, cut and installed by the Contractor to match the original length and width of the original vertical trim boards to be removed by the LBP contractor. The horizontal top trim boards and cornices will remain in place, and chemically wet sanded and cleaned of lead residue by the LBP Contractor before they can be primed and painted to match the newly installed primed white clapboards. The new vertical clapboards and siding will be primed and painted with two coats of white acrylic paint after installation.

New vinyl shutters will be equal to the lengths of the window, (likely) green in color and installed on the sides of the existing windows where they previously existed before the demolition. The porch roofing system will be independently supported to permit the removal of the front porch decking, steps and support structure which will be replaced with a new support structure using Azek tongue and groove boards and a vinyl railing

system. The rear of the building where the section of green vertical siding currently exists will be covered with the same clapboard and hardieboard trim system using Tyvek sheeting. The Contractor will have new gutters installed once the trim and painting has been completed. The existing hatchway (bilco) doors and real metal entrance door will need to be sanded, cleaned and painted on both sides with rust-oleum paint. In addition, the front entrance door will have to be stripped, sanded, cleaned and repainted. The door frame and door may have to be adjusted to fit property into the opening after these improvements.

The Contractor will be responsible for replacing the various damaged brick and stonework surrounding the base of the building where required and where directed by the Town. The rear handicap ramp decking will be grey in color and the hand rails will be replaced with white Azek material. The rear abandoned chimney will be demolished by the town prior to permitting the abatement contractor to remove the LBP clap board siding beneath it. Repairs will be made to the decking substructures as may be required to facilitate installation of the new decking and handrail system.

## **General Requirements**

The Contractor will be required to review the project schedule for work days and hours of activity on the job site with the First Selectman's Office for the Town of Old Saybrook before commencing this project. The town reserves the right to alter or delay this project should this schedule interfere with the daily operations of the town. No town employees will be permitted to occupy the building or premises during the reconstruction period until the Contractor has left the site with their equipment.

Most of the supplies to be used on this project, except for the paint and caulking, will be purchased from Beard Lumber located in the town at 572 Boston Post Road, Old Saybrook, CT, Tel: 860.388.0817 where the town has an open account (less tax) set up for this purpose. Paint supplies and caulking can also be purchased locally at the Paint Shop or Ace Hardware on Main Street, or Sherwin Williams on Route 1 using a town account.

Paint color, sheen description and brand of paint must be agreed to with the town. Benjamin Moore paint is preferred.

As a minimum, the Contractor should be prepared to provide an adequate number of employees Monday through Friday exclusive of holidays and lunch hours to complete the tasks enumerated under this contract. An estimated start date and completion date excluding weekends will be given to Town prior to starting the project. The Contractor will cordon off the work site from public access and provide portable toilets for employee usage throughout this project.

The Contractor shall assume full liability for adhering to State of Connecticut OSHA requirements, inspections and local regulations. The Contractor is required to provide

liability insurances covering employees work practice accidents, protection of workers of the job site, and usage of vehicles for hauling material to and from the site. In addition:

- **The Contractor is required to take a permit out with the Town of Old Saybrook and submit a certificate of insurance before initiating this project.**
- **The Town's Building Inspector and/or town representative reserves the right to cease the operations of this project should during the daily walk around of the job site it is found to be unsafe and/or to ensure the progression of scope is up to Town's satisfaction and work standards.**
- **The Contractor may work off hours if desired. Discussion and approval with Town officials is a pre-requirement.**
- **The Contractor will be responsible for their employee's safety on this project. The wearing of appropriate safety foot ware, eye protection and adhering to safety precautions are a requirement for working on Town property.**
- **All accidents involving liability for personnel and vehicles accidents on the site will be reported to the First Selectman's Office and the Old Saybrook Police Department for investigation and reporting purposes.**

**Professional Standards:** In rendering services during this project the Contractor shall conform to professional standards of work and business ethic. The Contractor warrants that the services shall be performed:

- in a professional and workmanlike manner
- in accordance with generally accepted principles and practices; and
- after completion of work each day the work site will be inspected to ensure the construction area is as clean and safe as it was prior to beginning the work day.

## **OTHER TERMS**

The Contractor shall carry and maintain at all times during the term of the project, and during the time that any provisions survive the project, general liability insurance (see exhibit). The Contractor shall name the Town of Old Saybrook as an additional insured on the policy and shall provide the policy to the Town prior to the effective date of any Agreement. The Contractor shall not begin performance until the delivery of the liability insurance policy to the Town. This section shall survive the termination of this Agreement and shall not be limited by reason of any insurance coverage.

The successful bidder will enter into a contract with the town that will be signed by the First Selectman. All work is subject to Board of Selectman, Board of Finance and Town Meeting approval.

The Town of Old Saybrook shall assume no liability for payment of services until the successful Contractor is notified that a contract has been accepted and approved by the Town of Old Saybrook and funding is secured.

The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Contractor is in default of any prior Town of Old Saybrook contract, or if the proposal limits or modifies any of the terms and conditions and/or specification of this RFP. The Town of Old Saybrook also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town of Old Saybrook will be served.

The Town of Old Saybrook reserves the right to correct inaccurate awards resulting from clerical errors. Such action on the part of the Town of Old Saybrook shall not constitute a breach of contract on the part of the Town.

The successful Contractor will submit invoices to the First Selectman for the Town of Old Saybrook and upon approval payment shall be made to the Contractor by way of check or Automated Clearing House (ACH). Invoices shall be submitted within 30 days of service date and service reports must be included with each invoice detailing time and material. Final payment will not be made until the job is deemed completed.

In responding this RFP, please submit three (3) job references where your company has performed similar type work. If you have previously worked with a municipality, please submit that information.

**Minimum Insurance Requirements.** The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company(ies) licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 1,000,000

\* The Town of Old Saybrook shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000