

**Town of Old Saybrook
Old Saybrook Fire Department
REQUEST FOR PROPOSALS**

The Town of Old Saybrook is seeking proposals from a roofing contractor for the replacement of the south side low slope roof (approximately 5,000 square feet) at the Old Saybrook Fire Department at 310 Main Street. In addition, the roofer will be asked to fabricate and install .032" aluminum "snap lock" wall panels (16' wide, 1.5 " seam) to the brick wall on the north side of the south roof area.

Sealed proposals must be received by Thursday, September 23, 2021 at 2:00 p.m. The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town of Old Saybrook will be served.

SELECTION CRITERIA

The selection for award will be based on the most responsible, responsive and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work in a timely fashion. 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 the most qualified bidder who does not submit the lowest bid if it is in the best interest of the town.

PROJECT SCOPE

The Contractor for this project will be responsible for installing a low slope roof (approximately 5,000 square feet) on the south side roof at the Old Saybrook Fire Department at 310 Main Street.

The contractor will also have to:

1. Perform an infrared scan of the roof to identify any areas of wet insulation,
2. Clean and prepare the existing modified roof system to receive a new roof system over it,
3. Install an adhered EPDM rubber roof system in accordance with the manufacturer's specifications,
4. Fabricate and install new .040" aluminum counter flashing to the inside face of the existing metal copings at the perimeter parapet walls,
5. Fabricate and install new .040" aluminum counter flashing to the brick wall on the north side of the roof,
6. Install walkway pads around the HVAC units,
7. Clean and remove all job related debris from the premises,
8. Provide owner with a manufacturer's 20 year NDL, no dollar limit, labor and material warranty and
9. fabricate and install .032" aluminum "snap lock" wall panels (16' wide, 1.5 " seam) to the brick wall on the north side of the south roof area.

A MANDATORY WALKTHROUGH WILL OCCUR ON SITE AT 10AM ON September 20, 2021

PROJECT TIMETABLE

This project is projected to be completed in the fall, 2021. The Proposer should bid the total cost of the work, parts and labor included as well as an estimated timetable for completion. Any change orders for payment must be submitted in writing to the First Selectman who must agree with the change order which will be signed by both parties. The work must be coordinated with the town's electrician.

REQUEST FOR PROPOSALS CONDITIONS

- All proposals in response to this RFP are to be the sole property of the Town of Old Saybrook.
- The Proposer agrees that the proposal will remain valid for a period of 180 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- The Town of Old Saybrook may amend or cancel this RFP prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Old Saybrook. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project.
- The contractor is required to secure all permits from the Town and submit an insurance certificate naming the town as an additional insured. See insurance requirements attached hereto.
- Prior to submitting a bid, the contractor is responsible for examining existing conditions and available supporting documents which may reasonably affect their work on the project.
- If the contractor would like to view existing conditions, said request may be made through the First Selectman's office.
Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability and service.
- No additions or changes to the original proposal will be allowed after submission.

PROPOSAL REQUIREMENTS

Proposals must be submitted in sealed envelopes or packages marked "RFP 2021 –OSFD Roof Project" and addressed to:

Attn: Office of the First Selectman
Carl P. Fortuna, Jr.
302 Main Street
Old Saybrook, CT 06475

Telephone: 860-395-3123
Email: carl.fortuna@oldsaybrookct.gov
Website: oldsaybrookct.org

Proposals transmitted by Fax or Email will not be accepted or reviewed.

Any questions with regard to this work are to be in writing/email and directed as above for circulation to and response by a representative of the Town of Old Saybrook. Responses will be sent via email to all interested persons.

OLD SAYBROOK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.
MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO SUBMIT BIDS.

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