

## **Town of Old Saybrook**

### **REQUEST FOR PROPOSALS January 22, 2020**

The Town of Old Saybrook is seeking proposals from a contractor for the replacement of existing slider entry doors and the installation of a new front door entry system at the Acton Public Library.

Sealed proposals must be received by Friday, February 7, 2020 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:**

- 1 - 6-0 X 7-0 Galvanized hollow metal double sidelight (insulated) with  $\frac{3}{4}$  insulated glass and doors with internal white grilles
- 2 - 3-0 X 7-0 Galvanized hollow metal doors (insulated) with  $\frac{3}{4}$  insulated glass, internal white grilles and cross panel plates to secure panics per code
- 2 - Full mortise continuous geared hinges clear aluminum\*
- 1 - Keyed removable mullion with quick disconnect
- 1 - HES 9600 series electric strike
- 2 - Sargent 8804 ETL exit devices (or equal) with cylinder dogging keyed to the same as mullion cylinder
- 5 - Assa 10d cylinders restricted keyway (6 ea. outside, 6 ea. cylinder dogging, 3 mullion)
- 1 -  $\frac{1}{4}$  accessible aluminum threshold
- 1 - Set perimeter weather stripping
- 2 - Adjustable bottom sweeps
- 2 - Norton 6300 series automatic operator (or equal) with inside vestibule push plats and exterior bollard and push plate mechanism
- 1 - HD closer to be attached to the door without an operator

Wiring to be completed by the town's electrician.

**A MANDATORY WALKTHROUGH WILL OCCUR ON SITE AT 10AM ON JANUARY 30, 2020**

#### **PROJECT TIMETABLE**

This project is projected to be completed this spring. 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.
- **All wiring of equipment, fixtures, receptacles and switches included in this proposal will conform to the most recent commercial electrical and CT fire codes.**

## **PROPOSAL REQUIREMENTS**

All proposals must be submitted in sealed envelopes or packages addressed to:

Att: 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](mailto:carl.fortuna@oldsaybrookct.gov)  
Website: [oldsaybrookct.org](http://oldsaybrookct.org)

Proposals transmitted by Fax or Email will not be accepted or reviewed. Proposals must be submitted in a sealed envelope marked "RFP 2020 –Acton Library Entry Door System".

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.