

Katharine Hepburn Cultural Arts Center (KHCAC)-Gutter Repairs

300 Main Street • Old Saybrook, CT

The Town of Old Saybrook is requesting proposals from experienced roofing contractors with experience in the manufacture, installation and repair of 6-inch half round Rheinzink gutters systems, including hanger assemblies and downspouts.

This proposal includes:

- Cleaning out the entire existing gutter system of all leaves, debris, and water,
- Power wash existing gutter and fascia surfaces to remove dirt streaks where they are prevalent and visible. (Repaint if required)
- Repairing approximately 20 lineal feet of damaged fascia (Repaint if required)
- Repairing/replacement of various areas of damaged gutters and gutter hangers allowing them drain properly.
- Removal and replacement of 85 lineal feet of damaged 6" half round Rheinzink gutters,
- Adding approximately 50 lineal feet of new 4" round Rheinzink downspout to the existing gutter system (installation to be discussed prior to installation).
- Installation of new wire strainers to the downspout outlets to prevent debris from entering existing downspouts.

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 until 2:00 p.m. by **August 22, 2019**. 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 Pre-Bid meeting is mandatory and will be held at 10:00 a.m. on **August 15, 2019**. at the Old Saybrook Town Hall conference room on the main floor 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 the best qualified bidder other than the lowest bid, and to award the 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 project must be submitted by the closing date to qualify your proposal for consideration by this Town.

General Requirements

In order for change orders to be recognized as valid for payment they must be submitted in writing with associated labor, costs of material, overhead and profit to the First Selectman's office review and approved in advance of the change(s) proposed. Change orders must be approved in writing by both parties before payment can be made.

The selected Contractor will be required to review the project schedule for work days and hours on the job site with the First Selectmen's Office in conjunction with the Executive Director of The KHCAC before any work can commence on this project.

The Town reserves the right to alter or delay this project should the Contractor's construction schedule interfere or impede the daily usage of The KHCAC. The contractor must secure any necessary permits and permission from the Town of Old Saybrook's building department.

The Contractor shall assume full liability for State and local town regulations pertaining to work labor practices, hauling, and the proper disposal of construction debris.

In addition:

- The Contractor is required to submit a certificate of insurance before initiating this project (see insurance requirements attached).
- 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 are required.
- The Contractor will be responsible for their employee's safety and maintaining valid insurance and liability coverages for this project. The wearing of appropriate safety equipment and adherence to safety precautions are required to work on Town property. Adherence to existing OSHA regulations and the proper training of workers on this job site are the responsibility of the Contractor.
- The Contractor is responsible for reporting accidents involving personnel, vehicles and equipment on the site to the Building Inspector's Office and the Old Saybrook Police Department for investigation and official reporting purposes.
- The Contractor will discuss a site and construction plan with the Executive Director of The KHCAC which will include a pedestrian and vehicular movement plan that will include their employee parking both in and around the entrances to the affected site prior to commencing this project.
- The Contractor will guarantee and warrant all workmanship for a period of (1) year from the date of Substantial Completion of this Project which will be determined by the First Selectman. Original guarantees and warranties extended by the manufacturer for individual products used on this project will be executed and provided to the Town's Building Inspector or Representative prior to start of this job.

- The Contractor shall name the Town of Old Saybrook as an additional insured on their required insurance policy and shall provide a copy of the policy to the Town prior to the effective date of this Agreement. The Contractor shall not begin performance until the delivery of the policy to the Town. This section shall survive the termination of the Agreement and shall not be limited by reason of any insurance coverage.
- The Contractor is responsible for examining existing conditions, and available support documents which may reasonably affect their work on this project prior to submitting a Bid. Failure to do so will in no way relieve the Contractor from completing this project as required. It is not the intent of the Town to identify all existing conditions for the Contractor.
- The usage of mechanical lift will be operated by trained and certified employees on this site at all times.

The Town of Old Saybrook reserves the right to accept or 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 judgement, the best interest of the Town of Old Saybrook will be served.

No change orders will be recognized as valid or will be initiated by the Contractor for this project unless they are submitted in writing with labor, installation costs, overhead, profit and any other related expenses to the First Selectman's office and approved in advance of the change(s) proposed. Change orders must be approved in writing by both parties.

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.

PAYMENTS

The Contractor will submit typed invoices care of the First Selectmen's Office 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 the most recent service date. Final payment will not be made until the job is deemed complete by the First Selectman or the Town's Facilities Director.

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