

REQUEST FOR PROPOSALS

for

East Granby Middle/High School Door Replacement Project

Issue date: Monday, February 3, 2025

QUESTIONS: Contact Director of Facilities, Ray Carlson in writing by email at
rayc@egtownhall.com

No questions will be accepted after 4:00 p.m. Friday, February 12, 2025

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I. INVITATION TO SUBMIT

The Town of East Granby, located at 9 Center Street, East Granby, CT, 06021, is seeking a qualified Contractor to provide for the installation of new exterior doors for the East Granby Middle/High School located at 95 South Main Street, East Granby, CT

Proposals should be addressed and delivered to:

Attn: **East Granby Town Hall**
Selectman's Office
9 Center Street
East Granby, Connecticut 06026
Attn. Ray Carlson, Director of Facilities

All Proposals shall be delivered by: Wednesday February 26, 2025 at 1:00 p.m.

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document
2. Plans & Specifications developed by Maier Design Group and dated August 2, 2024

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

See attached Exhibit A - Scope of Work

Contractor Requirements

CHRO: This contract is subject to state contract compliance requirements, including nondiscrimination statutes and set-aside requirements. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification as Small Business Enterprises ("SBE") from the Connecticut Department of Administrative Services ("DAS"). A minimum of 6.25% of the state-funded portion must be set aside for subcontractors holding current DAS certification as Minority-, Women-, and/or Disabled-owned businesses ("M/W/DisBE"). The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

- Contractor(s) must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.
- The awarded contractor is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the site, or elsewhere (unlimited).

RFP Response

Prospective contractor(s) shall provide the following in response to this RFP;

1. One-page background of firm or firms. The background should include a brief description of the contracting firm(s) capabilities and experience associated with the scope of work described above.
2. List individuals and background of employees responsible for this project management.

3. List a minimum of two (2) projects with similar project components. Provide details of the project. Indicate whether the project was; (1) on budget, (2) any and all change orders, and (3) project completed on schedule.
4. Provide a minimum of three (3) customer references.

III.TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	Monday, February 3, 2025
Mandatory Site Visit	Wednesday, February 12, 2025 at the East Granby Middle/High Schools at 3:30 pm
No questions will be accepted after 5:00 p.m.	Friday, February 21, 2025 4:00 pm
RFP due back from qualified firms	Wednesday February 26, 2025 at 1:00 p.m.
Interviews, if needed	TBD
Award of Bidder	TBD

IV.INSURANCE REQUIREMENTS

	Independent Contractor (Major projects or engagements)
Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage \$1,000,000 Personal and Advertising Injury \$2,000,000 Products-Completed operations aggregate The CGL policy must include coverage for: <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract.
Conditions	All coverage provided to the Town of East Granby under this section must be primary and non-contributory with any other insurance available to the Town of East Granby. the Town of East Granby must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to the Town of East Granby. the Town of East Granby must <i>also</i> be named as “additional insured” for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to the Town of East Granby. Any Aggregate limit must apply per job/project. Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.
Automobile Liability	\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned & non-owned vehicles. Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).

Umbrella Liability	\$2,000,000 Limits must be excess over underlying limits described above. All coverage provided to the Town of East Granby under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to the Town of East Granby.
Workers' Compensation	Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 each accident for bodily injury by accident \$500,000 each employee for bodily injury by disease \$500,000 policy limit for bodily injury by disease Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
Employers Liability	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
Professional Liability	\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.

Original, completed Certificates of Insurance must be presented to the Town of East Granby prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 Door and/or Window projects constructed within the last 3 years.
- Attendance at the Wednesday, February 12, 2025, mandatory site visit

VI. WRITTEN PROPOSAL

The written proposal is due Wednesday, February, 26, 2025 at 1:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Town of East Granby
Selectman’s Office
9 Center Street
East Granby CT 06026
Attn. Ray Carlson Director of Facilities**

Submissions are to be clearly identified with the title; **East Granby Middle/High School Door Replacement Project, Proposal.**

VII. GENERAL TERMS and CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by the Town of East Granby** – The Town of East Granby reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of East Granby. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of East Granby and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of East Granby unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of East Granby.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of East Granby reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of East Granby to do so.
7. **Rejection for Default or Misrepresentation** – The Town of East Granby reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of East Granby reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.

12. **Rights Reserved to East Granby** – the Town of East Granby reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the library will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission, which is set for 120 days.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by East Granby.
15. **Cost of Preparing Proposal** – The Town of East Granby shall not be responsible for any expenses incurred by the organization in preparing and submitting a Proposal. The Proposal shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Contractor” and whenever the word “Contractor” appears, it shall refer to “respondent”.

EVALUATION CRITERIA

Teams will be evaluated on the following criteria

- Contractor references from clients of previous completed projects
- Adherence to the instructions within this RFP
- Bid price

BID FORM

The cost for providing a Door Replacement, per scope of work for the East Granby Middle/High School:

Base Bid Proposal Amount \$ _____

Exclusions: Hazardous materials investigations or testing

By signing the Bid Form, the contractor acknowledges that the bid pricing submitted per this RFP will be held for a minimum of 60 days

Firm: _____

Name: _____

(Please Print)

Signature: _____ Date: _____

EXHIBIT A

Scope of Work

It is the intention of the Town of East Granby to be under contract with the qualified bidder no later than March 1, 2025. This should provide sufficient time for the contractor to meet the preliminary requirements of CHRO, deliver submittals to the architect, receive confirmation of submittals and place their order for the doors and related materials no later than April 1, 2025. The project must commence on site by Monday, June 16, 2025.

The project scope is comprised of the Plans & Specifications dated August 2, 2024, as well as the following;

The contractor will be responsible for all demolition with the exception of window wall C-12 and D-2. These two areas are the only areas where ACM was detected and they will be completely removed by the abatement contractor, **do not include the demolition of these two areas in your bid.** However, this shall be coordinated with the Ray Carlson, Director of Facilities to ensure that the replacement windows are installed as soon as possible following the removal of the contaminated materials.

There is not sufficient room within the school facility to store the contractors' materials, supplies or equipment. An area, on-site, will be designated and provided by the Director of Facilities for a Conex Container sufficient for storing all of the contractors' materials and equipment. Supplying the Conex container is the responsibility of the contractor.

Prior to starting any work, the contractor will meet with Ray Carlson, the architect and other designated individuals to discuss and submit a working schedule for replacing all of the doors within the project scope. In addition, the contractor will be responsible for securing all areas at the end of each work day, under no circumstance shall an area remain open overnight. The contractor is responsible for daily clean-up, it is not the responsibility of the custodial staff to clean up after the contractor.