



**TOWN OF MANSFIELD
Facilities Management Department
Request For Proposal (RFP)**

**On Call Roof Repairs and Preventative
Maintenance**

Submission Deadline:
2:00 p.m., Thursday, October 11, 2018

Submission Contact and Address:

Office of the Director of Finance
Finance Department
4 South Eagleville Road
Mansfield, Connecticut 06268

www.mansfieldct.gov

Background:

The facilities of the Town of Mansfield are located east of Hartford in Mansfield, Connecticut. The Town takes care of four school buildings, grades pre-Kindergarten to eighth. Additional facilities the department maintains include Mansfield Daycare, Mansfield Community Center, Senior/Wellness Center, Mansfield Library, Maintenance Shop, Town Hall, Public Works Complex, Animal Control Facility, Three Small Park Buildings, Historical Society, Old Eagleville School House and Three Fire Stations.

Overview:

The Facilities Management Department is requesting a proposal from roofing contractors familiar with repairs, maintenance, and inspections for building roofing systems. We also need an on-call service for emergency repairs as they arise. The selected vendor will need to submit and cover fees for any required permits to complete the work. The selected vendor will work with the Facilities Management Department, Custodians and Building Managers as needed.

Services to be performed include the furnishing of all labor, materials, tools, equipment, supplies, services, tasks and incidental and customary work necessary to competently perform on-call roofing maintenance and repair work at various Town locations including, but is not limited to, facilities listed in Attachment A – Municipal Facilities Locations. Repair scope of work may include, but is not limited to, removing and disposing of existing roof materials, felt paper and batts, installing new roof materials as prescribed by roofing manufacturers and warranties shall be in force for their full term, roof jacks, flashing, fascia gutters, and ridge vent systems. Other work to be performed under this contract will include, but is not limited to, the following repairs: cracks, blisters, drains, vents, scuppers, roof hatches, sleepers, copings, downspouts, dormers, face, gravel stops, parapet walls, pitch pans/pocket, and expansion joints.

Scope of Work:

The various types of roofing that may need repair and that any successful bidder must demonstrate at least five (5) years of experience repairing are:

- Slate Shingle Roofs
- Built-up Roofs
- Asphalt Shingle Roofs
- EPDM Roofing
- PVC Roofing Systems
- Metal Roofing Systems

The successful bidder must be able to perform an accurate assessment of the current roofing conditions and provide a detailed estimate of work required to remedy any leaks to the Town.

The successful bidder must also be able to perform all repairs deemed necessary in the estimate and guarantee work for a minimum of six (6) months.

This project encompasses a major and minor preventative maintenance inspection each year on the roofs listed in Attachment A – Municipal Facilities Locations; as well as on-call services.

The scope of work for the major preventative maintenance may include, but is not be limited to:

- a. Complete roof inspections.
- b. Clean roof of debris (leaves, small branches, dirt, rocks, etc. that have accumulated) including broom cleaning areas where dirt and dust accumulates from ponding water.
- c. Clean gutters, down spouts, drains and the surrounding areas, and re-secure drain fasteners if necessary. Make certain they allow water to flow off the roof. If drains are blocked below the roof line, Contractor will notify and advise the Town. Provide photos of any major build ups.
- d. Inspect and repair flashings at all penetrations and curbs, including pipes, walls, etc.
- e. Inspect seams in the roof field and expansion joints and repair as necessary.

- f. Re-secure loose sheet metal items and reseal cracked or missing caulk joints.
- g. Examine the areas that abut the roof.
- h. Examine the edges of the roof.
- i. Examine the walls and seals of the roof for possible leaks.
- j. Examine any roof top equipment such as air conditioners, evaporate coolers, antennas, etc. Make certain they do not move excessively or cause a roof problem by leaking material onto the roof.
- k. Check the building exterior for settlement or movement.
- l. Examine protective coatings, any cracked, flaking, or blistered areas must be recoated.
- m. Identify any new work by coloring the patch material or sealant with a different color for each year.
- n. Advise the Town of any repairs exceeding the scope of annual maintenance.
- o. Prepare a report to include the general roof condition, list of immediate repairs and/or penetrations, identify any larger repairs, as well as rating the condition of each roof. This report shall be documented with photos.

The scope of work for the minor preventative maintenance may include, but is not limited to:

- a. Complete roof inspections.
- b. Clean roof of debris (leaves, small branches, dirt, rocks, etc. that have accumulated) and inspect and clean drains of debris.
- c. Clean gutters, down spouts, drains and the surrounding areas, and re-secure drain fasteners if necessary. Make certain they allow water to flow off the roof. If drains are blocked below the roof line, Contractor will notify and advise the Town. Provide photos of any major build ups.
- d. Prepare a report of the general roof condition and rate the condition of the roof. Identify any larger repairs documented with photos.

The scope of work for the on-call roof maintenance and repair work may include, but is not limited to:

- a. The Contractor shall provide regular service between the hours of 7:00am and 5:00pm, Monday through Friday. The Contractor shall provide overtime service between the hours of 5:00pm and 7:00am Monday through Friday and Saturdays, Sundays, and Holidays. The Contractor shall supply the Town with a 24-hour contact number for scheduling of routine repairs/new installation and emergency repairs.
- b. Priority 1 (Emergency) – The Facility Maintenance Department will call for an emergency repair. The Contractor shall be on-site and effecting repairs in one (1) hour or less.
- c. Provide emergency repair service on an on-call basis. The Contractor shall identify the source of the leak during the rain event, determine a course of action, and make repairs as soon as possible following the event.
- d. Priority 2 (On-Call Repair) – The Facility Maintenance Department will call for a repair. The Contractor shall be on-site and repairs begun within twenty-four (24) hours of the initial call being placed.
- e. The Contractor shall maintain a job tracking system that, at a minimum, records: (i) the date and time a request was received by the Contractor; (ii) the date and time a crew was dispatched to the site; (iii) the date and time the crew arrived at the site; (iv) a description of the problem and corrective work required; (v) the amount of time spent on the site by the Contractor’s personnel; (vi) the materials and spare parts used by the Contractor; and (vii) the date and time the work or repair was accepted by the Town.
- f. Priority 3 (Projects) – The Facility Maintenance Department will call the Contractor for a project. The project will begin within ten (10) calendar days of the initial call, unless extended by the Town. This is for repairs that do not require emergency attention. Invoices shall contain details of services performed, number of man hours for each discipline of labor, materials furnished, and rental equipment used. Unit prices for each shall be listed. The Town shall only be responsible for the number of hours approved by the Town’s Maintenance Staff.
- g. The Town reserves the right to furnish parts and equipment when it is in the best interest of the Town and to solicit formal bids for projects with an estimated cost of \$10,000.
- h. Invoices for completed work must be submitted within thirty (30) days. The invoice shall also document if a permit was required or not. Permit fees are the responsibility of the Contractor. If a permit was required, the permit number shall be listed on the invoice. Work will be inspected by Facilities Maintenance personnel and approved by the Town prior to payment.

SUBMISSION REQUIREMENTS

Submission Due Date:

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Thursday, October 11, 2018 at 2:00pm. Proposals received after that time will not be considered. Submissions will be reviewed by staff. Submittals may be withdrawn 90 days after opening, if no award has been made.

Pre-Bid Walk-Through:

Attendance at a pre-bid walk through is highly recommended to review the project scope, site, and conditions as well as address any questions regarding the project. The pre-bid walk through will be held on an as-call basis. You will need to call the Public Works Office at 860-429-3331 to arrange an appointment.

Directions for Submissions:

Interested companies are required to submit one (1) original hard copy, and three (3) additional hard copies. Hard copies are to be delivered to the Finance Office at the address listed on cover.

Those companies applying must be licensed, certified, or have a proven record to perform the work, and provide evidence of experience in general contracting, as well as cost estimation of similar projects in the Northeast region of the United States. Submissions must include the following sections:

- Letter of Transmittal
- Qualifications Statement (include brief history of firm, credentials, etc.)
- Scope of Services
- Specialized Expertise (Personnel shall have experience in managing large multi-facility maintenance as well as: roof inspections, leak tests and repairs; waterproofing; minor restoration; core samples/testing; and moisture surveys. Personnel must have experience with different types of roof systems and materials, including: asphalt and coal tar build-up, modified bitumen, EDPM, metal, slate, felt, glass fabric; waterproofing; shingles, coatings, and standing seam. All personnel shall be properly licensed and fully qualified to perform the expected services.)
- Similar Projects/References (Attachment B in Bid Form)
- Schedule of Fees (Bid Proposal Form)
- Ability to Meet the Schedule (Major Preventative Maintenance by November 20, 2018)
- A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve.

Proposal:

The proposal shall be a lump sum for the services to be provided based on the scope of work for the preventative maintenance. The selected contractor will enter into a time and materials contract for on-call roof maintenance and repair services on an as-needed basis.

The contract will include a base year and two (2) optional one-year (1) terms for a total potential contract period of three (3) years.

Insurance Requirements:

The Contractor shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Contractor and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Contractor. Full disclosure of any non-standard exclusions is required for all required coverages.

The coverage indicated below at *not less than* the specified limits are required for this project (agreement):

- A. Comprehensive General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: \$500,000 per occurrence, \$1,000,000 aggregate
- B. Automobile Liability coverage, including coverage for owned, non-owned, or hired autos: \$1,000,000 per accident-combined single limit
- C. Workers' Compensation Coverage, (as per Connecticut law and custom) and employer's liability coverage \$100,000 (each accident) /\$500,000 (Disease, each employee) /\$100,000 (Disease, policy limit) limits or "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.

The required insurance form shall be certified by a duly authorized representative of the insurer(s) and incorporated into and made a part of this agreement. Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted with the bid on file with the Town prior to commencement of this project (agreement).

Insurance as required by the Town of Mansfield shall be furnished by the Contractor to the Town. The Town of Mansfield shall be listed as "additional insured" by name on all insurance certifications. Failure of the Contractor to maintain all required insurance in accordance with the Contract shall constitute a material breach of the Contract and shall subject the Contractor the Town's withholding liquidated damages from the Contractor in the amount of five percent (5%) of the total Contract price, as it may be amended by construction orders, subject to the continued commercial availability of such coverage.

The Contractor shall not commence work under this contract until he has obtained all the insurance required above of the Information for Bidders attached hereto and such insurance has been approved by the Town. The Contractor shall furnish the Town with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies. Such certificates shall also contain substantially the following statements: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Town." The Town of Mansfield shall be listed as "additional insured" by name on all such insurance certifications.

Indemnification:

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (Including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

- Bodily injury, sickness, disease, or death; and/or
- Damage to or destruction of property, real or personal; and/or
- Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the Town of Mansfield, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of

America, the State of Connecticut, the Town of Mansfield, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

Vendor Warranty:

Vendor hereby agrees to:

- a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
- b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
- d. Indemnify and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.

Articles which in any respect fail to conform to the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

Contract:

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications, and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial nonconformity in the offer, as determined by the Town Director of Finance, shall be deemed nonresponsive and the offer rejected.

Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contract, proposals, negotiations, purchase orders or master agreements in any form.

**Town of Mansfield
On Call Roof Repairs & Preventative Maintenance
Bid Proposal Form**

The undersigned proposes to furnish all labor, materials, tools, equipment, supplies, services, tasks and incidental and customary work necessary to competently perform on-call roofing repair work and preventative maintenance at various Town locations including, but is not limited to, facilities listed in Attachment A – Municipal Facilities Locations. This work shall be done in accordance with the accompanying scope of work, for the prices specified below.

This bid includes Addenda numbered _____

Preventative Maintenance – FY 2018/2019

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2018/2019	Minor Preventative Maintenance 2018/2019
Audrey P. Beck Municipal Building	35,300	2018/Asphalt Shingle, Bitumen Membrane	Figures	\$	\$
			Words		
Bicentennial Pond Bath House	850	2018/Asphalt Shingle	Figures	\$	\$
			Words		
Bicentennial Pond Pavilion	1,600	2018/Asphalt Shingle	Figures	\$	\$
			Words		
Bus Garage	6,300	Metal	Figures	\$	\$
			Words		
Eagleville School House	2,045	1993/Asphalt Shingle	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2018/2019	Minor Preventative Maintenance 2018/2019
Fire Department #107	7,600	2001/Asphalt Shingle	Figures	\$	\$
			Words		
Fire Department #207	5,000	1995/Asphalt Shingle	Figures	\$	\$
			Words		
Fire Department #307	8,600	2001/Asphalt Shingle	Figures	\$	\$
			Words		
Historical Society	4,200	1997/Slate & Shingle	Figures	\$	\$
			Words		
Transfer Station Office	1,600	2003/Metal	Figures	\$	\$
			Words		
Transfer Station Recycling Building	5,200	2003/Metal	Figures	\$	\$
			Words		
Lion's Park Concession Building	520	2003/Asphalt Shingle	Figures	\$	\$
			Words		
Maintenance Shop	10,150	1997/Bitumen Membrane	Figures	\$	\$
			Words		
Mansfield Community Center	30,825	2003/Asphalt Shingles & EPDM Membrane	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2018/2019	Minor Preventative Maintenance 2018/2019
Mansfield Discovery Depot	13,000	1990/Asphalt Shingle Single Ply & Rubber Membrane	Figures	\$	\$
			Words		
Mansfield Animal Control	700	2018/Metal & Asphalt Shingle	Figures	\$	\$
			Words		
Mansfield Public Library	17,570	2002/Asphalt Shingle & Bitumen Membrane	Figures	\$	\$
			Words		
Nash Zimmer Transportation Center	2,800	2015/Rubber Membrane	Figures	\$	\$
			Words		
Public Works Town Garage	7,400	2003/Metal	Figures	\$	\$
			Words		
Public Works Vehicle Garage	8,500	2003/Metal	Figures	\$	\$
			Words		
Public Works Grounds Garage	1,200	2003/Metal	Figures	\$	\$
			Words		
Senior Center/Wellness Center	9,975	2003 & 2010/Asphalt Shingle	Figures	\$	\$
			Words		
Goodwin School	37,445	1991/Firestone Rubberguard 60 mil Single Ply Membrane	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2018/2019	Minor Preventative Maintenance 2018/2019
Mansfield Middle School	115,000	1989&1992/JP Stevens Single Ply Membrane	Figures	\$	\$
			Words		
Southeast School	37,850	1991/Firestone Rubberguard 60 mil Single Ply Membrane	Figures	\$	\$
			Words		
Vinton School	36,520	1965&1991/ Firestone Rubberguard 60 mil Single Ply Membrane and One Area Membrane	Figures	\$	\$
			Words		
Total Lump Sum			Figures	\$	\$
			Words		

Preventative Maintenance – FY 2019/2020

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2019/2020	Minor Preventative Maintenance 2019/2020
Audrey P. Beck Municipal Building	35,300	2018/Asphalt Shingle, Bitumen Membrane	Figures	\$	\$
			Words		
Bicentennial Pond Bath House	850	2018/Asphalt Shingle	Figures	\$	\$
			Words		
Bicentennial Pond Pavilion	1,600	2018/Asphalt Shingle	Figures	\$	\$
			Words		
Bus Garage	6,300	Metal	Figures	\$	\$
			Words		
Eagleville School House	2,045	1993/Asphalt Shingle	Figures	\$	\$
			Words		
Fire Department #107	7,600	2001/Asphalt Shingle	Figures	\$	\$
			Words		
Fire Department #207	5,000	1995/Asphalt Shingle	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2019/2020	Minor Preventative Maintenance 2019/2020
Fire Department #307	8,600	2001/Asphalt Shingle	Figures	\$	\$
			Words		
Historical Society	4,200	1997/Slate & Shingle	Figures	\$	\$
			Words		
Transfer Station Office	1,600	2003/Metal	Figures	\$	\$
			Words		
Transfer Station Recycling Building	5,200	2003/Metal	Figures	\$	\$
			Words		
Lion's Park Concession Building	520	2003/Asphalt Shingle	Figures	\$	\$
			Words		
Maintenance Shop	10,150	1997/Bitumen Membrane	Figures	\$	\$
			Words		
Mansfield Community Center	30,825	2003/Asphalt Shingles & EPDM Membrane	Figures	\$	\$
			Words		
Mansfield Discovery Depot	13,000	1990/Asphalt Shingle Single Ply & Rubber Membrane	Figures	\$	\$
			Words		
Mansfield Animal Control	700	2018/Metal & Asphalt Shingle	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2019/2020	Minor Preventative Maintenance 2019/2020
Mansfield Public Library	17,570	2002/Asphalt Shingle & Bitumen Membrane	Figures	\$	\$
			Words		
Nash Zimmer Transportation Center	2,800	2015/Rubber Membrane	Figures	\$	\$
			Words		
Public Works Town Garage	7,400	2003/Metal	Figures	\$	\$
			Words		
Public Works Vehicle Garage	8,500	2003/Metal	Figures	\$	\$
			Words		
Public Works Grounds Garage	1,200	2003/Metal	Figures	\$	\$
			Words		
Senior Center/Wellness Center	9,975	2003 & 2010/Asphalt Shingle	Figures	\$	\$
			Words		
Goodwin School	37,445	1991/Firestone Rubberguard 60 mil Single Ply Membrane	Figures	\$	\$
			Words		
Mansfield Middle School	115,000	1989&1992/JP Stevens Single Ply Membrane	Figures	\$	\$
			Words		
Southeast School	37,850	1991/Firestone Rubberguard 60 mil Single Ply Membrane	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2019/2020	Minor Preventative Maintenance 2019/2020
Vinton School	36,520	1965&1991/ Firestone Rubberguard 60 mil Single Ply Membrane and One Area Membrane	Figures	\$	\$
			Words		
Total Lump Sum			Figures	\$	\$
			Words		

Preventative Maintenance – FY 2020/2021

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2020/2021	Minor Preventative Maintenance 2020/2021
Audrey P. Beck Municipal Building	35,300	2018/Asphalt Shingle, Bitumen Membrane	Figures	\$	\$
			Words		
Bicentennial Pond Bath House	850	2018/Asphalt Shingle	Figures	\$	\$
			Words		
Bicentennial Pond Pavilion	1,600	2018/Asphalt Shingle	Figures	\$	\$
			Words		
Bus Garage	6,300	Metal	Figures	\$	\$
			Words		
Eagleville School House	2,045	1993/Asphalt Shingle	Figures	\$	\$
			Words		
Fire Department #107	7,600	2001/Asphalt Shingle	Figures	\$	\$
			Words		
Fire Department #207	5,000	1995/Asphalt Shingle	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2020/2021	Minor Preventative Maintenance 2020/2021
Fire Department #307	8,600	2001/Asphalt Shingle	Figures	\$	\$
			Words		
Historical Society	4,200	1997/Slate & Shingle	Figures	\$	\$
			Words		
Transfer Station Office	1,600	2003/Metal	Figures	\$	\$
			Words		
Transfer Station Recycling Building	5,200	2003/Metal	Figures	\$	\$
			Words		
Lion's Park Concession Building	520	2003/Asphalt Shingle	Figures	\$	\$
			Words		
Maintenance Shop	10,150	1997/Bitumen Membrane	Figures	\$	\$
			Words		
Mansfield Community Center	30,825	2003/Asphalt Shingles & EPDM Membrane	Figures	\$	\$
			Words		
Mansfield Discovery Depot	13,000	1990/Asphalt Shingle Single Ply & Rubber Membrane	Figures	\$	\$
			Words		
Mansfield Animal Control	700	2018/Metal & Asphalt Shingle	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2020/2021	Minor Preventative Maintenance 2020/2021
Mansfield Public Library	17,570	2002/Asphalt Shingle & Bitumen Membrane	Figures	\$	\$
			Words		
Nash Zimmer Transportation Center	2,800	2015/Rubber Membrane	Figures	\$	\$
			Words		
Public Works Town Garage	7,400	2003/Metal	Figures	\$	\$
			Words		
Public Works Vehicle Garage	8,500	2003/Metal	Figures	\$	\$
			Words		
Public Works Grounds Garage	1,200	2003/Metal	Figures	\$	\$
			Words		
Reynolds Building	2,000	Asphalt Shingle	Figures	\$	\$
			Words		
Senior Center/Wellness Center	9,975	2003 & 2010/Asphalt Shingle	Figures	\$	\$
			Words		
Goodwin School	37,445	1991/Firestone Rubberguard 60 mil Single Ply Membrane	Figures	\$	\$
			Words		
Mansfield Middle School	115,000	1989&1992/JP Stevens Single Ply Membrane	Figures	\$	\$
			Words		

Locations	Approx. Square Footage	Age of Roof / Roof Material	Lump Sum	Major Preventative Maintenance 2020/2021	Minor Preventative Maintenance 2020/2021
Southeast School	37,850	1991/Firestone Rubberguard 60 mil Single Ply Membrane	Figures	\$	\$
			Words		
Vinton School	36,520	1965&1991/ Firestone Rubberguard 60 mil Single Ply Membrane and One Area Membrane	Figures	\$	\$
			Words		
Total Lump Sum			Figures	\$	\$
			Words		

On-Call Roof Repairs – FY 2018/2019

FY 2018/2019		Hourly Rate – 7:00am to 5:00pm	Overtime Rate – 5:00pm to 7:00am	Saturdays/Sundays
Laborer	Figures	\$	\$	\$
	Words			
Supervisor	Figures	\$	\$	\$
	Words			
Materials Markup %				
Vehicle Charge Per Trip				

On-Call Roof Repairs – FY 2019/2020

FY 2019/2020		Hourly Rate – 7:00am to 5:00pm	Overtime Rate – 5:00pm to 7:00am	Saturdays/Sundays
Laborer	Figures	\$	\$	\$
	Words			
Supervisor	Figures	\$	\$	\$
	Words			
Materials Markup %				
Vehicle Charge Per Trip				

On-Call Roof Repairs – FY 2020/2021

FY 2020/2021		Hourly Rate – 7:00am to 5:00pm	Overtime Rate – 5:00pm to 7:00am	Saturdays/Sundays
Laborer	Figures	\$	\$	\$
	Words			
Supervisor	Figures	\$	\$	\$
	Words			
Materials Markup %				
Vehicle Charge Per Trip				

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date _____

(Signed name of bidder)

Corporate Seal _____

(Printed name of bidder)

(Title)

(Company name)

(Address)

(City, State, Zip Code)

(Phone)

(Email)

Attachment A
Municipal Facilities Locations

APPROXIMATE SQUARE FOOTAGE PER BUILDING

BUILDING	LOCATION	SQUARE FOOTAGE
Audrey P. Beck Municipal Building	4 S. Eagleville Road Mansfield, CT 06268	35,300
Bicentennial Pond Bath House	230 Clover Mill Road Mansfield, CT 06268	850
Bicentennial Pond Pavilion	230 Clover Mill Road Mansfield, CT 06268	1,600
Bus Garage	1725 Stafford Road Mansfield, CT 06268	6,300
Eagleville School House (Joshua Trust)	898 Stafford Road Mansfield, CT 06268	2,045
Fire Department Station #107	879 Stafford Road Mansfield, CT 06268	7,600
Fire Department Station #207	1722 Storrs Road Mansfield, CT 06268	5,000
Fire Department Station #307	999 Storrs Road Storrs, CT 06268	8,600
Goodwin Elementary School	321 Hunting Lodge Road Mansfield, CT 06268	37,445
Historical Society	954 Storrs Road Mansfield, CT 06268	4,200
Landfill	221 Warrenville Road Mansfield Center, CT 06250	1,600
Lions Park Concession Building	Warrenville Road Mansfield, CT 06268	520
Maintenance Shop	105 Walters Avenue Mansfield, CT 06268	10,150
Mansfield Community Center	10 South Eagleville Road Mansfield, CT 06268	30,825
Mansfield Discovery Depot (Daycare)	50 Depot Road Mansfield Depot, CT 06251	13,000
Mansfield Dog Pound	230 Clover Mill Road Mansfield, CT 06268	700
Mansfield Middle School	205 Springhill Road Mansfield, CT 06268	115,000
Mansfield Public Library (Buchanan Ctr.)	54 Warrenville Road Mansfield Center, CT 06250	17,570

Nash Zimmer Transportation Center	23 Royce Circle Storrs Mansfield, CT 06268	2,800
Public Works - Mansfield Town Garage	230 Clover Mill Road Mansfield, CT 06268	7,400
Public Works Grounds Building	230 Clover Mill Road Mansfield, CT 06268	1,200
Public Works Parking Garage	230 Clover Mill Road Mansfield, CT 06268	8,500
Recycling Building at Landfill	221 Warrenville Road Mansfield Center, CT 06250	5,200
Senior Center/Wellness Center	303 Maple Road Mansfield, CT 06268	9,975
Southeast Elementary School	134 Warrenville Road Mansfield Center, CT 06250	37,850
Vinton Elementary School	306 Stafford Road Mansfield Center, CT 06250	36,520

Attachment B
Similar Projects and References

Similar Projects and References

In the spaces following, provide information regarding contracts completed by your company similar in nature to the project being bid. A minimum of four (4) contracts should be listed. Publically bid contracts are preferred, but not mandatory.

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publically Bid: Yes No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publically Bid: Yes No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publicly Bid: Yes No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Project Name: _____

Owner: _____

City/State: _____

Dollar Amount: \$ _____ Date Completed: _____

Publicly Bid: Yes No

Type of Work: _____

Contact Person: _____ Telephone #: _____

Contact Person's Relation to the Project: _____
(i.e. contract manager, purchasing agent, etc.)

Evaluation Criteria & Right to Reject:

The Finance Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Finance Department will be guided by what it deemed to be in the best interest of the town at the time of selection. The Finance Department also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the town. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposal. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Any and all work will need to be accomplished in the projected timeframes put forth in this Request for Proposal, or in any attached listing of projects by location and projected completion work dates. Jobs may be awarded as a package or broken down by preventative maintenance and on call repair service based on the best value for the Town of Mansfield. **The first major preventative maintenance must be completed by November 20, 2018 for all building locations.**

Responses will be reviewed and evaluated by the Facilities Management Department and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

- Qualifications and required licensing or certification for stated work
- Minimum Liability Insurance for stated work
- Ability of professional personnel
- Past record and experience
- Willingness to meet time requirements (See above)
- Location
- Workload of the firm
- Technical experience of the company
- Responsiveness in clear understanding of the work to be performed
- Strength of client recommendations
- Local (City, County, Regional) experience

Additional Information:

Additional information may be obtained by contacting:

Allen N. Corson, Director
Facilities Management Department
Phone: 860-429-3326 or
Email: corsonan@mansfieldct.org