

Park & Recreation
Kavanagh Park
Request for Proposal



Office of the First Selectman
302 Main Street
Old Saybrook, Ct 06475

Request for Proposal (“RFP”) for the replacement of fencing of Kavanagh Park Tennis Courts; Repair of Tennis Courts and the repainting of Tennis Court lines.

The Town of Old Saybrook is requesting proposals from experienced commercial tennis/fencing contractors to provide services at Kavanagh Park for the for the repair of four (4) tennis courts located at Kavanagh Park on Trask Rd , Old Saybrook CT 06475. The existing tennis courts require repairs to cracks and low spots “birdbaths”. Further the Tennis Court lines need to be repainted and the fencing around the courts needs to be removed and replaced.

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 4:30 p.m. on May 17, 2019 A pre-bid meeting will be held at 10 a.m. on May 3, 2019 and located at Kavanagh Park to discuss the job and answer questions concerning this proposal.

Bidders are requested to supply three (3) different bid options, option 1 which includes court and fence repairs, option 2 which includes just court repairs and option 3 that includes just fence repairs. The Town may accept any or all of the Options and may award the bid to one or more respondents.

SPECIFICATIONS OF SERVICES TO BE PROVIDED:

Option 1:

1. *CLEANING* - Soap and pressure wash court to remove as much loose paint, dirt and deteriorated surface as possible. Water access is available onsite
2. *CRACK REPAIR*- Clean out and repair all cracks on the courts. Inspect and repair all center strap anchor points.
3. *FENCING* - Remove and replace fence material; replace with ss40 poles and 8-gauge fuse bonded wire material in black coating. Includes (3) gates and (4) leaf gates and an additional double drive gate. 3” terminal poles and 2 1/2” line posts with top rail and bottom tension wire with middle corner bracing.
4. *ACRYLIC COLOR COATING*- Furnish and install the (2) coat acrylic color coating surface system to entire area.
5. *LINE STRIPING*- Layout and mask all lines per United States Tennis Association requirements for (4) courts.

Option 2:

1. *CLEANING* - Soap and pressure wash court to remove as much loose paint, dirt and deteriorated surface as possible. Water access is available onsite
2. *CRACK REPAIR*- Clean out and repair all cracks on the courts. Inspect and repair all center strap anchor points.
3. *ACRYLIC COLOR COATING*- Furnish and install the (2) coat acrylic color coating surface system to entire area.
4. *LINE STRIPING*- Layout and mask all lines per USTA for (4) courts.

Option 3:

FENCING - Remove and replace fence material; replace with ss40 poles and 8-gauge fuse bonded wire material. Includes (3) gates and (4) leaf gates and an additional double drive gate. 3” terminal poles and 2 1/2” line posts with top rail and bottom tension wire with middle corner bracing.

PROJECT TIMETABLE

Pre-bid Meeting	May 3, 2019 at 10 a.m. on location
Request for Proposal Submittal Date	May 17, 2019 by 4:30 p.m.
Review of RFPs (may include vendor interviews)	May 17, 2019 – June 7, 2019
Award Date	Before July 1, 2019

The Town will award the contract to the lowest, responsible bidder. The Town reserves the right to use this information in evaluating the award of this bid. The Town also reserves the right to accept or reject any or all proposals, to waive technicalities, or to award this contract to a bidder other than the lowest bid, and award this contract as it feels will best serve the public interest. The vendor must demonstrate prior experience and the ability to successfully complete this project on time. All proposals submitted in response to this RFP are to be the sole property of the Town of Old Saybrook. All information associated with this project is subject to State laws defining freedom of information and privacy rules, regulations and interpretation resulting from these laws. The Contractor agrees that this proposal will remain in effect for a period of at least 60 days after the bid submission deadline

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 proposal must be submitted by the closing date to qualify your proposal for consideration by this Town.

GENERAL REQUIREMENTS

The selected Contractor must provide or attest to the following information as part of the RFP submission.

1. At a minimum, the Contractor should be prepared to provide an adequate number of employees to complete this project. An estimated start date and completion date will be provided as part of the RFP response.
2. The Contractor is required to provide liability and the required Workman’s Compensation Insurances covering employees work practice accidents, protection of workers on the job site, and usage of vehicles for hauling work materials on and off this site.
3. The Contractor must provide the manufacturer’s standard warranties or guarantee of their work product. Documentation of these warranties and guaranteed must be provided prior to final payment for this project.

4. The Contractor selected for this project will be responsible for removing and disposing of the existing fence and replacing it with a product as outlined in the specs
5. The work area will be cleaned of all work materials prior to completion of the project.
6. The Contractor is required to complete the permit process for this project with the Town of Old Saybrook. Evidence of Insurance certificates will be required before initiating this project with the Town's Building Inspectors Office located on the second floor of Town Hall.
7. All Bidders are required to examine the Site prior to submitting bids. 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. It is expected the Contractor will examine existing conditions and support documents which may reasonably affect their work on this project prior to submitting their Bid.

PROFESSIONAL STANDARDS

In rendering services under this Agreement, the Contractor shall conform to professional standards of work and business ethic. The Contractor warrants that the services shall be performed in a professional and workmanlike manner, in accordance with generally accepted building principles and practices; and after completion of work each day the work site will be inspected by the Contractor to ensure the construction area is as clean and safe as it was prior to beginning the work day.

The Contractor shall comply with all applicable State laws, Town ordinances, and building construction codes. The Contractor's employees shall acquire and possess all required permits and licenses. The Contractor shall be responsible for the payment of all fees associated with inspections and insurances.

The Contractor represents and warrants that all material, parts, and equipment shall be in good working order in accordance with generally accepted principles and repair practices. .

When applicable, the Contractor shall assign or otherwise transfer the extent that such warranties are assignable or otherwise transferable to the Town. The Contractor shall at no additional cost to the Town correct the situation, especially if the failure was due to a defect in a part or materials that were covered by the manufacturer or supplier's warranty. This obligation shall survive termination or expiration of the contract award

CONTRACTOR'S STANDARDS OF CONDUCT

In order to insure the orderly and efficient performance of their duties and services for the Town of Old Saybrook and to protect the health, safety and welfare of all the members of the Town community the Contractor and their employees agree that the following actions are strictly

prohibited while performing services on this project site. These include:

1. Use or possession of drugs or alcohol.
2. Possession of firearms or illegal weapons anywhere on this property including vehicles.
3. Harassment (sexual, racial, or otherwise) or intimidation of anyone on premises.
4. Violation of applicable traffic or public safety regulations on premises.
5. Conduct or behavior that endangers the health, safety and welfare of any member of the public.
6. Interference with the work of Town employees.
7. Use of loud vulgar behavior or the use of profanity on the work site.

TERMS OF THE AGREEMENT

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.

Required information to be completed by the Contractor:

Start date for Project: _____

Finish date for Project: _____

The Contractor

By: _____

Name: _____

Date : _____