TOWN OF MANSFIELD

Facilities Management Department
Request For Proposal (RFP)

Middle School
Epoxy Coatings

Submission Deadline:
2:00 p.m., Thursday, June 20, 2019

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 general contractors to apply an epoxy coating to multiple bathrooms at the middle school. The department is looking to epoxy the walls and floors of sixteen bathrooms, which are listed in Attachment C. 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, Principal, and Vice Principal 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 installation.

Scope of Work:

The scope of work includes the following:

- All plumbing fixtures, bathroom accessories, shelving, & toilet partitions will be removed by Town Staff.
- Prep the walls and floors.
- Protect floor drains and any plumbing drains prior to application.
- Install epoxy coating to the floor and extend four feet up the walls.
- Match finish color and texture as close as possible to the recently completed bathrooms.
- Town requires the submission of Material Safety Data Sheets prior to beginning the project.
- All contractors and subcontractors shall have the 10-hour OSHA certification for all employees working on-site. (Attachment B of the bid form)
- Completion date for half of the rooms by the beginning of July with the remainder completed by the end of July.
- Contractor must be willing to work Fridays, Saturdays, and possibly Sundays.

<u>SUBMISSION REQUIREMENTS</u>

Submission Due Date:
Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Thursday, June 20, 2019 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:
There will be a non-mandatory pre-bid walk-through 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 June 11, 2019 at 3:30pm at Mansfield Middle School, 205 Spring Hill Road, Mansfield, CT. If you have any questions, please call the Public Works Office at 860-429-3331.

Directions for Submissions:
Interested companies are required to submit one (1) original hard copy, and two (2) 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
- Similar Projects/References (Attachment B of Bid Form)
- Schedule of Fees (Bid Proposal Form)
- Ability to Meet the Schedule (July 31, 2019)
- 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 lump sums for the services to be provided based on the scope of work indicated in this request.

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. Commercial General Liability coverage naming the TOWN OF MANSFIELD as additional insured, written on an occurrence basis: $1,000,000 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.

D. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers' Compensation coverage.

Minimum limits: $2,000,000 per occurrence/$2,000,000 annual aggregate. The Town of Mansfield shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.

The Commercial General Liability, Commercial Auto Liability, and Umbrella/Excess Liability coverage shall be written on a Primary, Non-Contributory Basis.

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 except Worker's Compensation & Employers Liability. 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.

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days' notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.

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, defend, and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of detects 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
Middle School
Epoxy Coatings
Bid Proposal Form

The undersigned proposes to furnish all labor, equipment, and materials required for the Middle School Epoxy Coatings for the Town of Mansfield in accordance with the accompanying scope of work, for the lump sum price specified below.

This bid includes Addenda numbered _____

1. The proposed total lump sum cost for A Wing 2nd Floor – Two Bathrooms (Nos. 13 and 14 on Diagram):

_____ $ _____

(Written Words) (Figures)

2. The proposed total lump sum cost for Auditorium 2nd Floor – One Bathroom (No. 15 on Diagram):

_____ $ _____

(Written Words) (Figures)

3. The proposed total lump sum cost by Room 213 2nd Floor – Two Bathrooms (Nos. 10 and 11 on Diagram):

_____ $ _____

(Written Words) (Figures)

4. The proposed total lump sum cost by Room 207A 2nd Floor – Two Bathrooms (Nos. 8 and 9 on Diagram):

_____ $ _____

(Written Words) (Figures)

5. The proposed total lump sum cost by Room 106A 1st Floor – Two Bathrooms (Nos. 6 and 7 on Diagram):

_____ $_____

(Written Words) (Figures)

6. The proposed total lump sum cost by Room 310A 3rd Floor – Two Bathrooms (Nos. 21 and 22 on Diagram):

_____ $_____

(Written Words) (Figures)

7. The proposed total lump sum cost in the Nurse's Office 1st Floor – One Bathroom (No. 19 on Diagram):

_____ $_____

(Written Words) (Figures)

8. The proposed total lump sum cost in the Boy's Locker Room 3rd Floor – One Bathroom (No. 23 on Diagram):

_____ $_____

(Written Words) (Figures)

9. The proposed total lump sum cost in the Girl's Locker Room 1st Floor – One Bathroom (No. 3 on Diagram):

_____ $_____

(Written Words) (Figures)

10. The proposed total lump sum cost in the Main Office 1st Floor – One Bathroom (No. 18 on Diagram):

_____ $_____

(Written Words) (Figures)

11. The proposed total lump sum cost in the Principal's Office 1st Floor – One Bathroom (No. 17 on Diagram):

_____ $_____

(Written Words) (Figures)

Total Lump Sum (Items 1 through 11):

_____ $_____

(Written Words) (Figures)

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)

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. Contract award may be as a package or broken down by each service based on the best value for the Town of Mansfield.

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
- 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

Attachment A

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:_____

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.)

Attachment B

Questionnaire Concerning Occupational Health & Safety

Town of Mansfield
Department of Public Works
QUESTIONNAIRE CONCERNING OCCUPATIONAL HEALTH AND SAFETY

The Town of Mansfield is a political subdivision of the State of Connecticut and it is required by various state statutes and regulations and by its own Town Code of Ordinances to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist the Town of Mansfield in procuring this information.

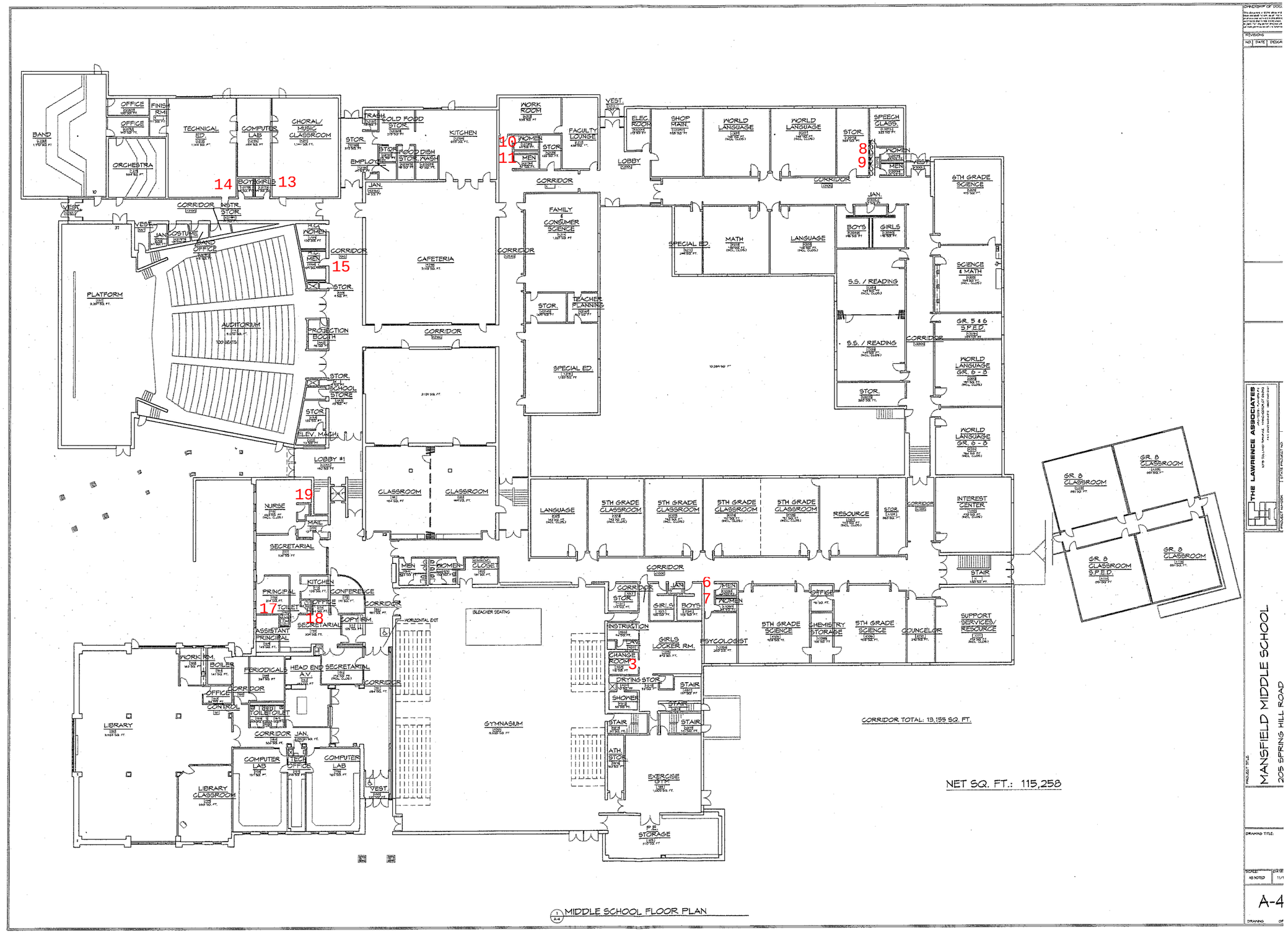
	Yes	No
1. Has the Bidder been cited for three or more willful or serious violations of any occupational safety and health act?	☐	☐
2. Has the Bidder received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	☐	☐
3. Has the Bidder been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	☐	☐

4. The Bidder shall provide three (3) References for work completed within the last five (5) years.

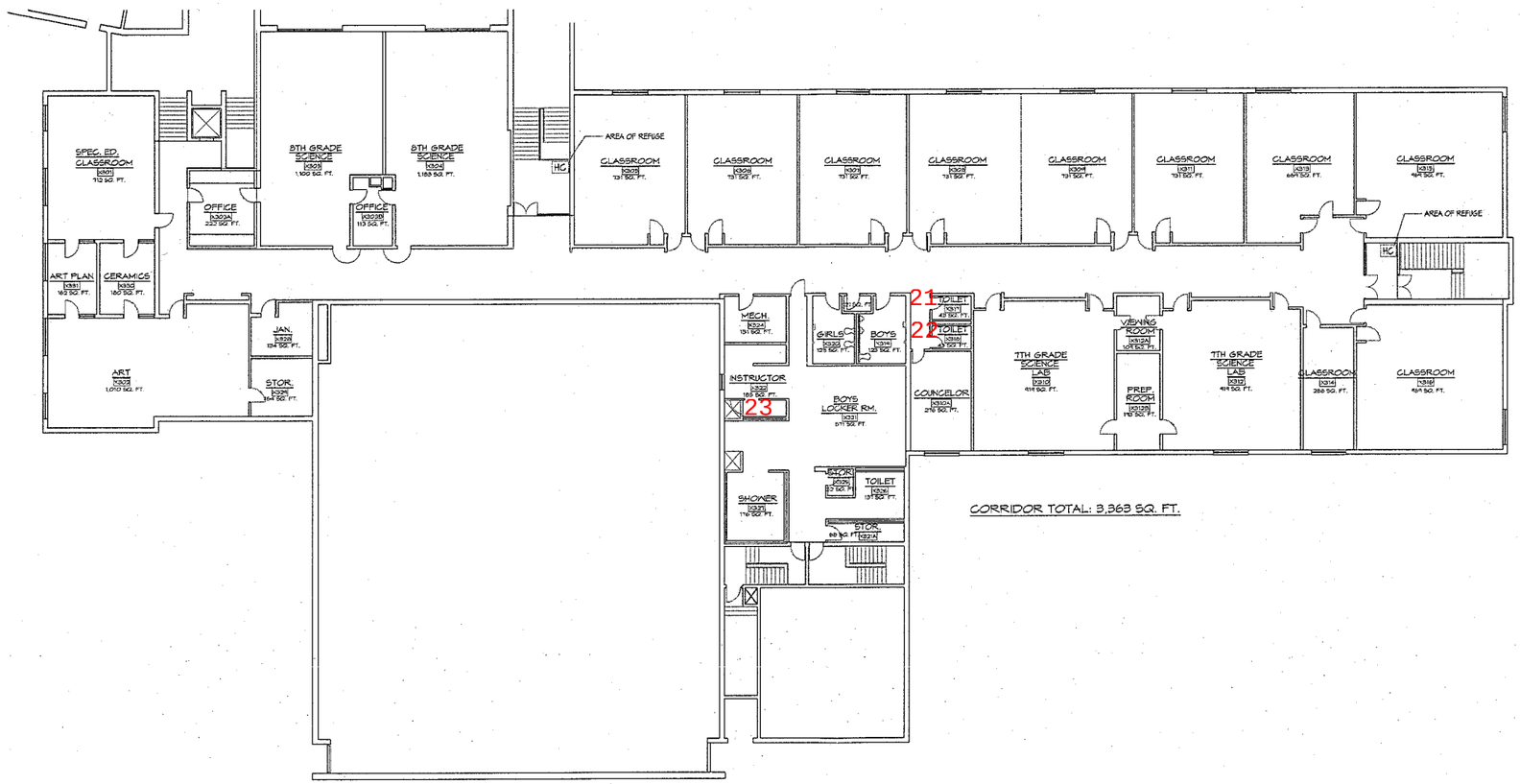
4a.	Designer/Owner	Contract Value ($)
	Contact Name	Phone No
	Work Description	
4b.	Designer/Owner	Contract Value ($)
	Contact Name	Phone No
	Work Description	
4c.	Designer/Owner	Contract Value ($)
	Contact Name	Phone No
	Work Description	

Attachment C

Floor Plan Diagram



1 A-4 MIDDLE SCHOOL FLOOR PLAN



MIDDLE SCHOOL - UPPER LEVEL FLOOR PLAN
A-5 3/32"=1'-0"

THE LAWRENCE ASSOCIATES

PROJECT TITLE
MANSFIELD MIDDLE SCHOOL
205 SPRING HILL ROAD

DRAWING TITLE

SCALE: AS NOTED
DATE: 11/1

A-5