

**TOWN OF THOMASTON  
REQUEST FOR PROPOSALS (RFP)  
LED Upgrades  
GENERAL INSTRUCTIONS**

**DUE: March 1, 2020 10:00 A.M.**

The Town of Thomaston (here after referred to as the Town) invites interested contractors to submit proposals to provide labor only proposal for retrofitting our current fixtures to LED at the Department of Public works (DPW) and the Water Pollution Control Authority (WPCA). See scope of work below.

**REQUEST FOR PROPOSALS  
DUE: March 1, 2020 10:00 A.M.**

The Town is accepting proposals from qualified professional contractors to retrofit current fluorescent fixtures to LED.

Responses to this RFP shall be submitted to the Town of Thomaston, Treasurer's Office at the date and time noted above. All proposals must be clearly marked **RFP LED Upgrade**. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

THE TOWN OF THOMASTON IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.  
MBEs, WBEs AND SBEs ARE ENCOURAGED TO BID ON THIS CONTRACT.

**1. AVAILABILITY OF FUNDS**

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the Town for this project. If funds are not available, any agreement resulting from this RFP shall become void and of no force and effect.

**2. AGREEMENT**

The Town shall, upon mutually agreed to and acceptable terms and conditions with the successful contractor, enter into a formal agreement for a mutually agreed to fee.

**3. CANCELLATION OF AGREEMENT**

The Town reserves the right to cancel any contract/agreement, at any time, with thirty (30) day's prior written notice to the contractor, should any of the following conditions exist:

- Funds are not appropriated by the Town for continuance of this agreement.
- The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

#### **4. INSURANCE REQUIREMENTS**

The selected contractor, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Town.

The firm selected shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the Town from claims which may arise out of or result from any obligation under this agreement, whether such obligations are the Contractor's or those of a subcontractor or any person or entity directly or indirectly employed by said Contractor. Minimum coverage is as follows:

1. Workers Compensation: Contractor shall provide workers compensation and employers' liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
2. Commercial General Liability Insurance: Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations (with no exclusion for sexual abuse or molestation). Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Town of Thomaston as an additional insured. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.
3. Commercial Automobile Insurance: Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.
4. Include a statement that no conflicts of interest exist in the provision of the services.

Umbrella Liability Insurance: Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate which may be amended during the term of the contract if deemed reasonable and customary by the Town at the sole cost and expense of the Contractor. As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town with certificates of insurance prior to execution of the agreement by the Town, describing the coverage.

#### **5. AWARDING THE SERVICES**

The services shall be awarded to the contractor whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

#### **6. SUBMISSION OF QUESTIONS**

Questions relating to this request for proposals must be submitted in writing to the following (faxed or emailed questions are acceptable):

Thomaston Town Hall  
Treasurer's Office  
158 Main Street  
Thomaston, CT 06787  
Attn.: Matthew Hopkins  
Fax: 860-283-1378  
Email: [mhopkins@thomastonct.org](mailto:mhopkins@thomastonct.org)

To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all will be made available to all other respondents.

**7. PROPOSAL SUBMISSION**

Four (4) complete sets of the proposals are to be submitted to the Town no later than **March 1, 2020 at 10:00 A.M.** clearly labeled as follows: **RFP – LED Upgrade** and shall be addressed and mailed or hand delivered to:

Thomaston Town Hall  
Treasurer’s Office  
Attn.: Matthew Hopkins  
158 Main Street  
Thomaston, CT 06787

**8. ATTACHMENTS**

APPENDIX A

**9. SCOPE OF SERVICES**

At the Water Pollution Control Authority and Thomaston Public Works garage, contractor will generate a list of all 4 ft. fluorescent lamp fixtures to be retrofitted with number of two or four bulb drivers needed. The Town will order bulbs, drivers, and have it delivered to the location. Contractor will be responsible for all wire connectors. (Wire Nuts)

Walkthroughs are encouraged and may be scheduled with Matthew Hopkins the Maintenance Coordinator (860)-283-9678 EXT 242

**10. SCHEDULING OF WORK**

All work will be accomplished between 7 AM and 3 PM. and scheduled 24 hours in advanced with the Maintenance Coordinator.

**11. QUALIFICATION REQUIREMENTS AND FORMAT**

**Technical Proposal Section –**

**Section I: Company Profile**

This section should state the size of the firm, the type of firm, the firm’s background, and the location and/or office from which the work shall be performed.

**Section II: Experience**

The response should include details of experience with commercial electrical. In addition, interested contractors should have five (5) years of experience performing such work.

**Section III: References**

Include a list of local references and contact information in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people.

**Section IV: Subcontracting**

Qualified and trained service personnel that are directly employed by the contractor must perform any services that are to be provided. No subcontracting or assignment of work under this contract shall be permitted.

## **Section V: Inventory and Test Equipment**

Contractors shall supply all of the tools needed to complete the work, with a man lift being the exception. One man lift will be supplied by the Town.

## **Section VI: Cost Proposal Format**

Proposals will be for labor and miscellaneous hardware, all bulbs and drivers will be supplied by the Town.

## **Section VII: Additional Information**

Include in this section any additional information you wish to provide to the Town relevant to the work to be performed.

Please be advised that the person(s) signing a formal response must be authorized by your organization to contractually bind the firm with regard to prices and related contractual obligations for the delivery terms.

Company Name  
Authorized Signature  
Title  
Printed Name  
Phone, Fax, Email, Website Address

## **12. INTERVIEW AND SELECTION PROCESS**

The Town shall select the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the Town. During that process those firms shall be requested to present all costs and rates associated with their proposed services.

Should the Town elect to purchase the services detailed in this request it will then enter into a contract with the most responsible respondent whose proposal is determined to be in the best interest of the Town. Responses to this RFP will be reviewed against the criteria contained herein, and award of the contract shall be made in accordance with standard Town purchasing procedures.

The Town reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The Town further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate an contract with the Consultant.

# Appendix A

## Thomaston Public Works areas

- All garage bays

- Office

- Restrooms

## WPCA

### Main building

- Hall

- Lab

- Office 1

- Control Room

- Break Room

- Men's room

- Ladies Room

- Stairwell

- Workshop

- Fire Room

- Work shop

- Garaged

- Small Bay

### Main Office Building

- File Room

- Office Area

- Conference Room

- Front entrance

- Men's room

- Ladies room

- Basement