



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

Overhead Door Replacements

Submission Deadline:
2:00 p.m. Thursday, March 26, 2020

Submission Contact and Address:

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

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, Lenard Hall, and Three Fire Stations.

Overview:

The Facilities Management Department is requesting a proposal from vendors to remove three (3) overhead doors and door operators, purchase and install one (1) overhead garage door at the Public Works Complex and two (2) overhead doors at Fire Station #207; all doors to include new track operators and incidental hardware. 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, Public Works Department, and Fire Chief 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 shall include the following:

- Remove the three (3) overhead garage doors and properly dispose.
- Remove the three (3) overhead door operators.
- Assess the existing tracks at the walkthrough.
- Remove the associated hardware, door tracks, track supports, and incidental items.
- Replace three (3) overhead garage doors to include new impact glass doors with new heavy duty industrial duty galvanized steel tracks (if needed after assessment) and hardware, operators, and incidental hardware and related components.
- Rollers shall be steel ball bearing designed for high cycle.
- Doors shall have torsion spring counter balance assembly with vinyl perimeter weather seals.
- Windows on the doors shall be similar to the existing doors with non-insulated safety glass.
- Replacement doors shall be of equal or better quality. Doors shall aesthetically look the same or close to the existing ones.
- Three (3) new doors shall come with a final coat of paint. Paint color shall be similar to existing doors or adjacent doors.
- Bidder shall be responsible for all correct measurements.
- Replacement of door operators shall include four (4) remotes per door replaced, all wiring and electrical components, and permits as required by the Building Department.
- Connect the new door operators to the existing electrical supply, for a complete and functional “turn-key” complete system.
- Shall have safety eye sensors installed for safe operation at each door.
- Shall have Red/Green Light (indicate when a commercial door reaches the open position).
- Shall be responsible for installation and making of all connections for each overhead door to be safe and operable.
- Work will need to be coordinated with the Facilities Department, Public Works Garage, and Fire Stations so operations are not affected. Access to the fire trucks and associated

apparatus is to be provided at all times during the course of the contract.

- Submit all required plans, shop drawings, and any other required documents to the Town of Mansfield's Building Department, to include in the application for permit. Permit shall be paid for by the awarded bidder.
- Workplace shall be kept clean through the duration of the project. Haul old overhead doors and relating parts off site.
- Working hours of the Public Works Garage: 6:30am to 2:30pm
- Working hours of the Fire Stations: 7:00am to 5:00pm
- Verification of correct and safe operation will need to be done by the Facilities, Public Works, and Fire staff before signing off.

Bidder Qualifications:

Bidder must be an original manufacturer, or distributor, or dealer authorized by manufacturer with service and repair capabilities for the product.

Bidder must supply references of four (4) firms to which similar service has been provided during the past five (5) years on a comparable-sized project. Use Attachment A to list the references.

Bidder must be in the business of overhead door and operator installation for the past three (3) years.

Bidder must comply with all OSHA regulations pertaining to the project.

Bidder must be able to provide warranty/repair services within three (3) business days of notification. Bidder must provide a statement of their Warranty Policy on any service or parts they may provide.

The manufacturer's warranty for the equipment shall be submitted in writing with the bid. The warranty shall provide for the replacement of all defective parts during the warranty period. Such replacement shall be performed at no cost to the Town.

SUBMISSION REQUIREMENTS

Submission Due Date:

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Thursday, March 26, 2020 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.

Right to Amend or Terminate the RFP:

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend, or terminate this RFP if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.mansfieldct.gov. Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

Pre-Bid Walk-Through:

Attendance at a pre-bid walkthrough is recommended to review the project scope, site, and conditions as well as address any questions regarding the project. A pre-bid walkthrough will be

held on Monday, March 16, 2020 at 10:00am at the Public Works Garage, 230 Clover Mill Road, Mansfield, CT. Please email maintenance@mansfieldct.org if you will be attending.

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. No electronic copies will be accepted.

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 A in Bid Form)
- Schedule of Fees (Bid Proposal Form)
- Ability to Meet the Schedule
- 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 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, \$2,000,000 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:

- Perform contract in accordance with the specifications and bid under which the contract was awarded.
- Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
- 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.
- Indemnify, defend, 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.
- Selected bidder agrees to warranty all work completed for this requirement for a period of at least twenty-four (24) months starting upon Substantial Completion.

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.

Awarded bidder shall be pre-qualified with the Town for one (1) year from the date of the signed contract to perform similar work. As other similar projects arise, the Town shall negotiate scope of work and price with the pre-qualified bidder subject to availability of funds and upon mutual written consent.

Evaluation Criteria & Right to Reject:

The Finance Department reserves the right to reject any and all proposals or submittals for such reason as it deems proper and does not bind itself to accept the lowest bid or any proposal. In acceptance of proposals or submittals, the Finance Department will be guided by what it deems 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

**Town of Mansfield
Overhead Door Replacements
Bid Proposal Form**

The undersigned proposes to furnish all labor, equipment, materials, electrical including wiring, and permits required for the overhead door replacements at the Public Works Garage and Fire Station #207 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 _____

The proposed total lump sum cost for the overhead door replacement at the Public Works Garage is:

_____ \$ _____
(Written Words) (Figures)

The proposed total lump sum cost for overhead door replacement at Fire Station #207 is:

_____ \$ _____
(Written Words) (Figures)

The proposed total lump sum cost for overhead door replacement at Fire Station #207 is:

_____ \$ _____
(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)

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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Bidder shall provide three (3) References for work completed within the last five (5) years.		
4a.	Designer/Owner Contact Name Work Description	Contract Value (\$) Phone No	
4b.	Designer/Owner Contact Name Work Description	Contract Value (\$) Phone No	
4c.	Designer/Owner Contact Name Work Description	Contract Value (\$) Phone No	