



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

On-Call Trade Services

Submission Deadline:
2:00 p.m., Wednesday, April 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.

The Facilities Management Department has been maintaining these buildings drawing funds from the operating budget and also making Capital Improvements as needed.

Overview

The Facilities Management Department is requesting a proposal from Contractors / Businesses familiar with trade related work in Carpentry, Plumbing, Electrical, and HVAC. The selected vendor will work with the Facilities Management Department or its designee.

Scope of Work

The Town has approximately 500,000 square feet of building space spread out throughout the Town as outlined in the background statement. The Town is soliciting proposals from qualified full-service contractors to provide on-call services on an as needed basis. The Town intends to utilize the contractor when projects cannot be completed by the Town or when the complexity of the project requires additional expertise. All work performed for the Town in this capacity shall be under the direction of Director of Facilities Management or its designee. All pricing quoted shall remain firm fixed for a period of one (1) year from the date of proposal opening. The Town will award for one fiscal year (July 1, 2018 to June 30, 2019) with options if mutually agreed upon for three to five additional years in 1-year increments.

Some examples of the types of jobs to be performed are listed below, but not limited to:

- Installation of a wall and wall finishing.
- Installation of a drop ceiling.
- Installation of framing and doors including hardware.
- Installation of a small split heat pump system.
- Preventive maintenance of larger rooftop units 15 ton to 75 ton.
- Repairs to plumbing fixtures.
- Installation of plumbing fixtures.
- Replacement of electrical panels.
- Adding a new circuit in a panel.

The selected Contractor shall prepare a proposal for estimated labor hours and materials (if not supplied by the Town) for approval by the Town prior to commencing any work activity. In certain emergencies, the Town may waive this requirement in order to expedite required work activity. All insurance and administrative fees shall be included in the hourly rate.

General Requirements

The Contractor agrees to work within the time parameters set for both routine and emergency calls. The Contractor must be available to respond to emergency calls on a 24 hour/7 day a week basis. **Response to emergency calls is within 2 hours of call to the contractor.** The Contractor shall be available to conform to the time parameters set by the business hours of individual Town buildings and or facilities.

The Contractor must complete all work in a professional manner and in accordance with accepted industry standards.

The Contractor must report to the designated Town official to keep the Town apprised of the status of work being done (i.e. date/time/and delays).

All employees of the Contractor shall wear uniforms with clearly visible identification or badges (company name) when working on a job site for the Town.

The Town of Mansfield reserves the right to request the removal of any contractor staff who views as unprofessional or disruptive while on Town of Mansfield grounds.

All equipment used in the performance of any work associated with this request is to be in good working order and operated in a safe manner.

All debris removal is the responsibility of the Contractor and all equipment must be cleaned up and stored at the end of each working day.

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal, State, and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

Submission Requirements

Submission Due Date:

Qualifications and proposals will be accepted at the Finance Office, 4 South Eagleville Road, Mansfield, CT 06268, until Wednesday, April 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.

Directions for Submissions:

Interested companies are required to submit one (1) original hard copy with two (2) additional hard copies one (1) hard copy with an electronic (PDF) copy. 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 carpentry, plumbing, electrical, and HVAC and 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
- Schedule of Fees (Bid Proposal Form)
- 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 hourly rates for labor for each classification listed on the Bid Proposal Form

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 Trade Services Bid Proposal Form

The undersigned proposes to furnish all labor, equipment, and materials required for On-Call Trade Services for the Town of Mansfield in accordance with the accompanying scope of work, for the hourly rates specified below.

This bid includes Addenda numbered _____

		Proposed	Option Year 1
Hourly Rate	Supervisor – Carpentry	\$ /Hr.	\$ /Hr.
	Laborer – Carpentry	\$ /Hr.	\$ /Hr.
	Supervisor – Plumbing	\$ /Hr.	\$ /Hr.
	Laborer – Plumbing	\$ /Hr.	\$ /Hr.
	Supervisor – Electrical	\$ /Hr.	\$ /Hr.
	Laborer – Electrical	\$ /Hr.	\$ /Hr.
	Supervisor – HVAC	\$ /Hr.	\$ /Hr.
	Laborer – HVAC	\$ /Hr.	\$ /Hr.
Overtime Hourly Rate	Supervisor – Carpentry	\$ /Hr.	\$ /Hr.
	Laborer – Carpentry	\$ /Hr.	\$ /Hr.
	Supervisor – Plumbing	\$ /Hr.	\$ /Hr.
	Laborer – Plumbing	\$ /Hr.	\$ /Hr.
	Supervisor – Electrical	\$ /Hr.	\$ /Hr.
	Laborer – Electrical	\$ /Hr.	\$ /Hr.
	Supervisor – HVAC	\$ /Hr.	\$ /Hr.
	Laborer – HVAC	\$ /Hr.	\$ /Hr.
Vehicle Charge		@\$ /Hr. or trip	@\$ /Hr. or trip
Materials Markup		@ %	@ %

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)

**Town of Mansfield
On-Call Trade Services
Contractor Information Summary**

To Be Submitted with Proposal – Attach Additional Sheets if Required

Name of Company: _____

Type of Business: _____
(Limited Company, Limited Partnership, Sole Proprietorship, Etc.)

Years in Business: _____ **Number of Employees:** _____

Qualifications of Personnel Proposed to Work on Town of Mansfield Contract:

Response Time to Service Calls: _____ (Reg. Hrs.) _____ (O.T. Hrs.)

Indicate any specific areas of expertise or other “on call” service below:

**Town of Mansfield
On-Call Trade Services
References**

To Be Submitted with Proposal – Attach Additional Sheets if Required

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired).

Client 1

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 2

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 3

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 4

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Client 5

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

Evaluation Criteria & Right to Reject:

The Facilities Management Department may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the Facilities Management Department will be guided by what it deemed to be in the best interest of the town at the time of selection. The Facilities Management 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 location based on best value for the Town of Mansfield. Work will not be authorized to commence prior to the Fiscal Year 2018-2019, starting July 1, 2018, and all billing will be scheduled within Fiscal Year 2018-2019.

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