

# **TOWN OF SIMSBURY**

**DEPARTMENT OF PUBLIC WORKS  
933 HOPMEADOW STREET  
SIMSBURY, CT 06070**

## **REQUEST FOR PROPOSALS**

**FOR**

### **ON-CALL EMERGENCY PROPERTY DAMAGE SERVICES**

The Town of Simsbury is soliciting proposals for an On-Call Emergency Property Damage Services, including cleaning and repairs associated with damage from: fire, smoke, water, mold, etc. that may occur at Town owned properties.

Specifications and forms of proposals on which bids must be submitted may be obtained on the Town website, [www.simsbury-ct.gov/Departments/Finance/Public Bids & RFPs](http://www.simsbury-ct.gov/Departments/Finance/Public Bids & RFPs).

Sealed Bids will be accepted by Christine Hutton, Interim Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT 06070 until 10:00 am, Thursday, May 31, 2018.

Proposals will not be subject to a public opening and the winning bidder shall be determined by the Contractor who best fits the needs of the Town.

**SPECIFICATIONS FOR  
ON-CALL EMERGENCY PROPERTY DAMAGE SERVICES  
SIMSBURY, CT 06070**

**SCOPE:**

The Town of Simsbury is seeking the services of a qualified firm to provide on-call emergency property damage services to correct conditions to our Town facilities caused by smoke, fire, water or other contaminants. The selected firm must be able to provide an appropriate response within six (6) hours of notification, 24 hours per day, 365 days per year.

The selected firm will be required to provide the subject services for Town owned buildings, which have been damaged due to fire, wind, water and/or mold, on an as required basis. A list of Town owned buildings is included.

The emergency work is to include board-ups, deodorization, water extraction, drying and dehumidification, pack-out of contents and cleaning of the building and contents.

The selected firm should also have the capabilities to perform construction repairs, restoration of the duct system, post drying demolition and mold remediation.

The initial term of the contract will be for one (1) year from the date of award, with the option to renew for up to three (3) additional one (1) year periods, by mutual consent.

**PROPOSAL:**

Interested firms are requested to submit three (3) copies of qualification data, including a fee schedule, to Christine Hutton, Interim Department of Finance, Town of Simsbury, 933 Hopmeadow St, Simsbury, CT 06070 by 10:00 a.m. Thursday, May 31, 2018.

Proposals should include the following:

1. Qualification Data - to include company background, staffing, service capabilities and at least five (5) public sector references with contacts and phone numbers.
2. Work Approach - to include a complete detailing of your firm's process for providing the subject services in the event of an emergency – include a timeline for work to be performed and any/all requirements on the part of the Town.
3. Fee Schedule - which should include “menu style” pricing for the services offered.
4. Certification of Insurance - as stated on the next page. Please note that the Town of Simsbury is to be named as an additional insured on the policy.

**QUESTIONS:**

Any questions about this project should be directed to Mr. Thomas J. Roy, Director of Public Works (860) 653-3222, fax (860) 408-5416, or mail Town of Simsbury, Public Works 933 Hopmeadow St., Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) business days before the established submission date. No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions received via an addendum available to all prospective bidders. Such addenda will become part of this Request for Proposals and the resulting contract. At least three (3) days prior to the receipt of proposals, the Town will post a copy of any addenda to its website located at: [www.simsbury-ct.gov/Departments/Finance/Public Bids & RFP](http://www.simsbury-ct.gov/Departments/Finance/Public Bids & RFP). It shall be the responsibility of each prospective proposer to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

**SELECTION:**

The Town of Simsbury will review all proposals to determine the firm that can best meet the needs of the Town for emergency Property Damage Services. This will include consideration of fee, company history, references and any other pertinent information

**TAX EXEMPTIONS:**

The bidder shall be aware that the Town of Simsbury is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax exempt forms will be provided to the successful bidder(s) as part of the contract award process

**INSURANCE REQUIREMENTS:**

The firm must carry insurance under which the Town is named as an additional insured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by State Statute & \$100,000 employers liability limit.
  
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
  - Injury or death of one person: \$2,000,000
  - Injury to more than one person in a single accident: \$1,000,000
  - Property damage in one accident: \$1,000,000
  - Property damage in all accidents: \$2,000,000

C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	\$1,000,000
Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000

Insurance under B, and C above must provide for a 30 day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, and C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

**W-9 FORM**

The successful bidder must provide the Town of Simsbury with a completed W-9 Form prior to commencing work.

**AGREEMENT DOCUMENTS:**

The Agreement Documents are defined as:

- The Standard Instructions to Bidders
- The Agreement as executed
- The General Specifications
- Any Addenda, if issued

**END OF STANDARD INSTRUCTION TO BIDDERS**

## TOWN OF SIMSBURY BUILDINGS OWNED

<b>Property</b>	<b>Address</b>	<b>Date Constructed</b>	<b>Date Renovated</b>	<b>Square Footage</b>
Belden Town Hall	933 Hopmeadow St.	1907		46,923
Eno Memorial Hall	754 Hopmeadow St.	1932		27,880
Scout Hall	695 Hopmeadow St.	1839		1,738
Public Library	725 Hopmeadow St.	1984		40,000
Highway Department Garage	66 Town Forest Road	1964	1983	12,500
Highway Salt Storage Building	66 Town Forest Road	1988	1989, 1990	6,720
Sewer Treatment Plant	36 Drake Hill Road	1972		24,000
Sewer Treatment Pump Station	36 Drake Hill Road	1972		725
Sewer Treatment Outfall Pump Station	36 Drake Hill Road	1972		324
Sewer Treatment Generator Building	36 Drake Hill Road	1972		506
Sewer Treatment Dechlorination Shed	36 Drake Hill Road	1993		104
Sewer Treatment Equipment Shop	36 Drake Hill Road	1994		80
Sewer Treatment Storage Shed	36 Drake Hill Road	1991		1,530
Pump Station	68 Wolcott Road	1973		294
Pump Station	3 Tunxis Road	1977		216
Pump Station	Long View Drive			1,176
Pump Station	36 Drake Hill Road	1972		16,093
Apple Barn	60 Old Farms Road	1930		5,026
Orkil Recreation Complex	100 Old Farms Road	1947	2012	12,247
Golf Pro Shop	100 Old Farms Road	1972		2,982
Golf Maintenance Shop	Great Pond Road	1960		1,875
Golf Storage Barn	Great Pond Road			5,376
Golf Cart Storage Building	100 Old Farms Road	1974		2,250
Golf Maintenance Garage	100 Old Farms Road	1974		1,350
Memorial Pool Maintenance Building	Plank Hill Road			880
Amos Eno Farm House and Barns	73 Wolcott Road	1883		1,260
Pattison Property Wellhouse	41 Quarry Road	1900		
Sweeton Property	15 Sugarloaf Cut	1815		1,512
Orkil Apartment in Apple Barn	60A Old Farms Road	1968		705
Orkil House	60B Old Farms Road	1940		1,117
Orkil House	60C Old Farms Road	1945		952
Orkil House	60D Old Farms Road	1947		1,082

**NON-COLLUSION AFFIDAVIT OF BIDDER**

State of \_\_\_\_\_, County of \_\_\_\_\_, being first duly sworn, disposes and says that:

1. He is the owner, officer, representative or agent of: \_\_\_\_\_ the BIDDER that has submitted the attached BID;
2. The attached BID is genuine; it is not a collusive or sham BID.
3. He is fully informed respecting the preparation, and contents of, and knowledgeable of all pertinent circumstances respecting the attached BID.
4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham BID in connection with the AGREEMENT for which the attached BID has been submitted or to refrain from bidding in connection with any contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other bidder, firm or person to fix the price or prices in the attached BID or of any other bidder, or to fix any overhead, profit or cost element of the BID prices or the bid price of any other bidder, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Simsbury or any other person interested in the proposed AGREEMENT.
5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6. That no elected or appointed official or other officer or employee of the Town of Simsbury, who is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

(Signed)\_\_\_\_\_

(Name of Bidder)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Title  
My Commission expires \_\_\_\_\_, 20\_\_

**TOWN OF SIMSBURY**

**Acknowledgement Form  
and  
Charter Section 1003  
Code of the Town of Simsbury**

**ACKNOWLEDGEMENT FORM**

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a Contractor retained by the Town of Simsbury, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception

**CONFLICTS OF INTEREST  
SECTION 1003**

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the town or of any board or commission shall disqualify such elected or appointed official or such member of a board of commission or such town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.



Signature  
James G. Smith  
August 8, 2016

A copy of the Town Code is available from the Office of the Town Clerk or is available on line at [http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/towncode\\_1.pdf](http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/towncode_1.pdf)

**STATEMENT OF BIDDERS COMPLIANCE WITH  
EQUAL EMPLOYMENT OPPORTUNITY LAW AND  
REGULATION INCLUDING EXECUTIVE ORDER NO. 3**

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:

NAME OF BIDDER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

To the extent required by law, the Bidder has complied on past Contracts and will fully comply on this project with all applicable laws and regulation regarding equal employment opportunities for minorities and women, and;

Has \_\_\_\_\_ has not \_\_\_\_\_ previously performed work under the conditions of the Governor's Executive Order No. 3 of the State of Connecticut, or any preceding similar Executive Order with regards to Non-Discrimination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Title

My Commission expires \_\_\_\_\_, 20\_\_

**IMPORTANT: THIS STATEMENT MUST BE SUBMITTED WITH BID**

**END OF SECTION**