

TOWN OF SIMSBURY

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

REQUEST FOR PROPOSALS

FOR

**Installation of Fire Sprinkler Protection System
Simsbury Public Works Facility
66 Town Forest Road, Simsbury**

The Town of Simsbury is soliciting proposals from qualified LICENSED CONTRACTORS to install fire sprinkler protection systems inside the Public Works Facility buildings. Complete installation from the water main located inside the building to include distribution throughout the entire building(s) including office, workshop, and storage areas. Connect alarm devices to existing fire alarm systems in building. Commission new system, turn over all closeout documents and operation maintenance manuals to town staff.

All work performed under this contract between the Town of Simsbury and the CONTRACTOR will be permitted and inspected by the Town building inspector and the fire marshal.

Sealed proposals will be accepted by Sean Kimball, Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT until 10:00 a.m., October 20, 2016.

Specifications and bidding documents may be obtained electronically via the Town's web site at the following link: www.simsbury-ct.gov/public-bids-and-rfp. Bid documents will not be mailed or faxed.

**STANDARD INSTRUCTIONS TO PROPOSERS
INSTALLATION OF FIRE SPRINKLER PROTECTION SYSTEM
THE SIMSBURY PUBLIC WORKS FACILITY
66 TOWN FOREST ROAD, SIMSBURY**

1. Project Overview:

The Town of Simsbury is soliciting proposals from qualified LICENSED CONTRACTORS to install fire sprinkler protection systems inside the Public Works Facility buildings. Complete installation from the water main located inside the building to include distribution throughout the entire building(s) including office, workshop, and storage areas. Connect alarm devices to existing fire alarm systems in building. Commission new system, turn over all closeout documents and operation maintenance manuals to town staff.

2. Scope of Work:

The selected CONTRACTOR will furnish all materials, equipment and labor to install a new Fire Sprinkler Protection System where currently none exist. Proposal/Bid price is to be for a complete turnkey project for fully sprinkling the building identified. The Base Proposal is to include installation of fire sprinklers in the Main Public Works Building and the Vehicle Storage Building. As an addition to the base proposal, the Town is considering the addition of sprinklers to the Shared Custodial Building. Building identification is provided in Appendix A.

Key work items:

- Survey Public Works Facility Located at 66 Town Forest Road, assess existing field conditions and scope of work for this project
- Analyze the existing external and internal facility site and space for all new equipment locations per all applicable building codes
- Determine and coordinate all work with town staff
- Identify location for fire service in each building. Town will be responsible for providing a fully tested fire service into the building at and agreed upon location.
- Coordinate with the fire marshal and fire alarm company connection of new devices to existing alarm panel
- The selected Respondent will be responsible for providing construction drawings and certifications that the designs are in compliance with all state and local building code requirements, prior to beginning any on site construction.
- Provide a complete, code compliant, fully functional fire sprinkler system for each building identified in the Invitation to Bid
- Deliver to the Public Works Department all installation and operation manuals for all new equipment installed
- Perform pressure testing on all new piping. Deliver report to the Town. Adjustments to be confirmed after meeting with town facilities staff before being made
- Commission all new equipment and devices before turning over to town staff

3. Key Event Dates:

Request For Proposals (RFP) Issued:		10/4/16
Pre-Proposal Conference:	9:00 AM on site	10/12/16
Proposals Due:	10:00 AM	10/20/16
Commencement of Work - Within ten (10) calendar days of Notice to Proceed		

4. Project Duration:

The term of the contract to perform this project will be 60 days from receiving notice-to-proceed.

5. Contract Management:

The selected firm will assign one qualified individual, who will be the CONTRACTOR'S contact person responsible for directing and coordinating all activities of the CONTRACTOR'S personnel and subcontractors in all aspects of the project

6. Proposal Format:

All Respondents are required to provide the following minimum information in their Proposal to be considered responsive to this RFP:

- A. Letter of Interest:** Letter of interest stating company history, experience with similar projects, key staff, and listing appropriate licenses/certifications of key staff members.
- B. Proposal Form:** Complete the attached Proposal Form, including a total lump sum price for a turnkey project meeting the requirements listed in this RFP.
- C. Details of Proposed Fire Sprinkler Protection System:**
 - 1. Schematic diagram or narrative describing the proposed system to be installed if selected, including location and size of all critical components
 - 2. Equipment lists, including pertinent information (manufacture, materials, ratings, warranty information, etc.)
- D. Qualifications:** Complete the Respondent's Qualifications Statement attached to this RFP and include this information with your Proposal.
- E. Non-Collusion:** Respondents are to include a completed NON-COLLUSION AFFIDAVIT OF BIDDER – form is attached to this RFP. The Term "Bidder" is to indicate "Respondent" on this form.
- F. Conflict of Interest:** Respondents are to complete the Town of Simsbury Acknowledgement form relating to Conflict of Interest. The form and a link to the related section of the Town Charter is attached to this RFP

7. Proposal Submission Instructions:

- A.** One (1) original and one (1) copy of all proposals must be submitted in a sealed envelope with the respondent's name on the outside of the envelope and clearly marked "Installation of Fire Sprinkler Protection System, Simsbury Public Works Facility 66 Town Forest Road, Simsbury"
- B.** If forwarded by mail or courier, the sealed envelope must be addressed to "Sean Kimball, Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT 06070". Proposals must be at the office of the Director of Finance prior to 10 a.m., on October 20, 2016. Postmarks are NOT an acceptable waiver of this policy. Once the first proposal is opened, all proposals are deemed final and no corrections or alterations may be made.
- C.** All information must be submitted in ink or typewritten. Errors, alterations or corrections must be shown on both the original and all required copies and each must be initialed by the person signing the proposal.
- D.** Proposals are considered valid for ninety (90) days after submission date. Proposers may not withdraw, cancel or modify their proposals during this ninety (90) day period after proposals are submitted.
- E.** The inability to meet any specified requirement(s) must be stated in writing and attached to the Proposal. If no exceptions are noted, it shall be assumed that the terms of the Request for Proposals have been accepted.
- F.** The Town of Simsbury reserves the right to waive any minor informality in a proposal when such a waiver is in the best interest of the Town.

8. Questions:

Any questions about this project should be directed to: Mr. Thomas J. Roy, Director of Public Works by fax (860) 408-5416, or by mail to the Department of Public Works, PO Box 495, Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) business days before the established date for receipt of proposals. No oral interpretations shall be made to any respondent as to the meaning of any of the proposal 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 proposers. Such addenda will become part of this Request for Proposals and the resulting contract. At least two (2) 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/finance/pages/public-bids-and-rfp. It shall be the responsibility of each Respondent to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

9. Presumption of Respondent Being Fully Informed:

At the time the first Proposal is opened, each Respondent is presumed to have read and is thoroughly familiar with all Proposal documents as well as all contract documents for this project. Failure or omission of the Respondent to receive or examine any documentation or information concerning this Proposal shall in no way relieve any Respondent from obligations with respect to their Proposal.

10. Pre-Proposal Conference:

A mandatory pre-proposal meeting will be held at the project site (66 Town Forest Road) on the date and time listed in Section 3-Key Event Dates of this Request for Proposals.

Prospective Contractors shall meet with representatives of the Town of Simsbury during the MANDATORY pre-proposal conference to determine current / existing conditions and code requirements for the installation of a new Fire Sprinkler Protection System. The Contractor is to perform engineering and mechanical services to determine all existing conditions and locations of all new equipment for this project. Appropriate needs measurements to be defined in discussion with representatives from the Town of Simsbury and also to include best methods or concepts that other local communities have utilized.

Inspection of the facility at times other than the Mandatory pre-proposal conference can be made by appointment only. The Town will make reasonable efforts to schedule these appointments during normal working hours. To schedule an appointment, contact Mrs. Patricia LaBissoniere, at 860.658.3222.

11. Interpretation of Acceptable Work:

The specifications, proposals and contract documents are to be interpreted as meaning those acceptable to the Town of Simsbury. The Town will issue any substantive changes or interpretations in writing as an addendum.

12. Tax Exemptions:

Respondents 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 Respondent(s) as part of the contract award process.

13. Substitution for Name Brands:

Should brand name items appear in this proposal, the Respondent must attach specifications for any substitutions and explain how the substitution compares with the specifications of the named brand. The decision on whether to use the substitution or the named brand rests solely with the Town of Simsbury.

14. 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.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

15. Rejection and/or Cancellation of Proposals:

The Town reserves the right to reject or cancel any and all proposals, or any part of any or all proposals, if such action is deemed to be in the best interest of the Town.

16. Awarding the Project

The Town reserves the right to accept any proposal or any part of a proposal, to reject any, all, or any part of proposals, and to waive formalities and informalities in the proposal process. The Town at its discretion will award the project to the Respondent that offers the best value to the Town in terms of quality of project, equipment, technology, warranty, operational costs and total project cost. The successful Respondent is the person or firm who is qualified and competent to do the work, whose past performance is satisfactory to the Town and whose proposal documents comply with the procedural requirements stated herein.

17. Delivery Arrangements: Not applicable

18. W-9 Form

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

19. Submittals:

The Respondent shall, as soon as practicable, but not exceed fifteen (15) calendar days, after notification of selection of the award of the project, furnish to the Owner, in writing the following:

- A.** Designation of the Work to be performed by the Respondant's own forces
- B.** Names of the manufacturers, products and suppliers of the principal items of materials proposed for the work

20. Agreement Documents:

The Agreement Documents are defined as:

- The Request for Proposals
- The Proposal as Submitted
- The Agreement as executed
- Any Addenda, if issued
- Standard General Conditions

END OF STANDARD INSTRUCTIONS TO PROPOSERS

PROPOSAL FORM

**Installation of Fire Sprinkler Protection System
Simsbury Public Works Facility
66 Town Forest Road, Simsbury**

Pursuant to and in compliance with the Request for Proposals, for Installation of Fire Sprinkler Protection System for the Simsbury Public Works Facility, 66 Town Forest Road, Simsbury, the undersigned, having visited the site and carefully examined the existing conditions, Request for Proposal, hereby agrees to provide:

PROPOSAL ITEM:

Base Proposal – Fire Sprinklers in Main Public Works Building and Vehicle Storage Building

Installation of complete Fire Sprinkler Protection System in accordance with this RFP, commonly accepted industry standards, and all applicable building codes: \$ _____ Lump Sum

Alternative #1: Additional cost to provide fire sprinklers to the Shared Custodial Building

Installation of complete Fire Sprinkler Protection System in accordance with this RFP, commonly accepted industry standards, and all applicable building codes: \$ _____ Lump Sum

All work will be paid as a Lump Sum for work complete and in place according to the contract documents. The Town reserves the right to hold a 5% retainage on all progress payments.

Submitted By: _____
Company Phone

Street City Zip

Authorized Signature: _____
Signature Printed Name

RESPONDANT'S QUALIFICATIONS STATEMENT

The RESPONDENT shall answer all of the following questions, as part of the Proposal, so that the OWNER can judge the RESPONDENT's ability, experience and facilities for performing the proposed work.

1. Name of Respondant _____
2. Respondent's Tax Identification Number: _____
3. What year was company organized/formed? _____
4. How many years has the Respondent been engaged in business under the present firm or trade name? _____
5. What is the general character or type of work you perform? _____

6. Has a claim ever been brought in court or to arbitration against the Respondent for failure to complete any contracted work or default on a contract? _____

If yes, explain with whom and why: _____

7. For other similar projects you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work performed.
8. Attach a list of all projects that your present organization has completed within the past five years or is presently working on, including name of project, owner name and telephone number of the owner's representative. Indicate here how many additional pages attached: ____pages.
9. Attach a list of the names, addresses and the background/experience of all principal or key members of the RESPONDENT'S organization, including its officers:

Indicate the number of pages attached: _____pages

NOTE: If requested, the RESPONDENT agrees to furnish the OWNER with a detailed financial statement and other relevant information that may be required by the Town of Simsbury to properly evaluate the qualifications of the RESPONDENT.

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 _____, 2016

Title
My Commission expires _____, 20__

TOWN OF SIMSBURY

**Acknowledgement Form
and
Charter Section 1103
Code of the Town of Simsbury**

ACKNOWLEDGEMENT FORM

I have read Section 1103 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 1103 of the Charter.

Areas of Exception

**CONFLICTS OF INTEREST
SECTION 1103**

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




Name (Please Print)

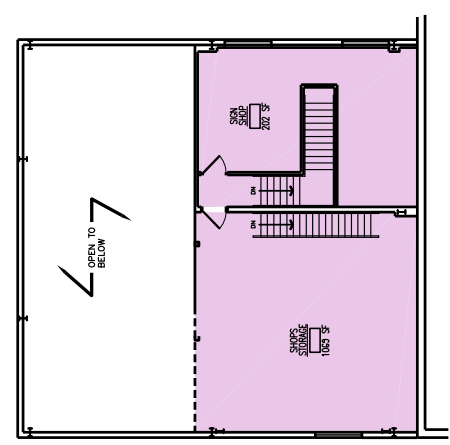
Date

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

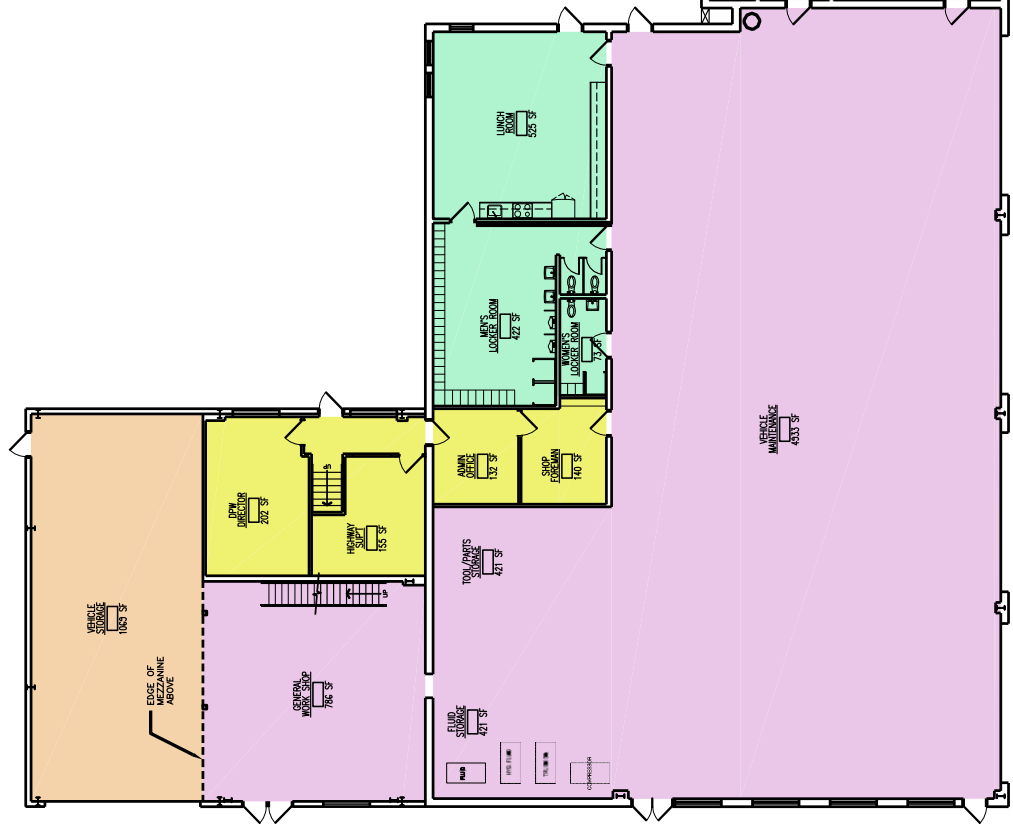
Appendix A

Site Layout and Building Floor Plan

LEGEND		TOTAL SQUARE FOOTAGE
	ADMIN / OFFICE	629 SF
	EMPLOYEE FACILITIES	1020 SF
	VEHICLE STORAGE	4514 SF
	VEHICLE MAINTENANCE / SHOPS	8678 SF
TOTAL:		14,841 SF



2 EXISTING MEZZANINE FLOOR PLAN 1:271 SF
SCALE: 1/8" = 1'-0"



1 EXISTING FIRST FLOOR PLAN 13,570 SF
SCALE: 1/8" = 1'-0"





Vehicle Storage Building
Approximately 7,350 sf

Main Public Works Building
Approximately 14,800 sf

Shared Custodial Building
Approximately 12,600 sf