

Legal Notice

Request for Proposal-Library Windows

Town of Andover

The Town of Andover requests that sealed proposals be submitted for Public Library Exterior Window Restoration and Interior Storm Glazing System Installation. Sealed proposals must be submitted to the Town Clerk in the Andover Town Hall located at 17 School Road, Andover, CT 06232 by 2:00 pm Thursday, October 20, 2016, after which time no further bids will be accepted. The bids will be publicly opened and read at Andover Office of the Town Clerk, Town Hall, located at 17 School Road, Andover, CT, on Thursday, October 20, 2016 at 2:00 p.m.

Specifications and proposal documents be downloaded from www.andoverconnecticut.org.

Dated at Andover, Connecticut
This the 28th day of September, 2016
Andover

Robert F. Burbank
First Selectman, Town of
Andover

**Town of Andover, Connecticut
Andover Public Library
Scope of Work for
Exterior Window Restoration and
Interior Storm Glazing System Installation**

PART 1 – GENERAL

1.01 SCOPE OF WORK

- A. The Contractor shall comply with all requirements of the Contract Documents. No work shall be performed under this Contract without the on-site supervision of an authorized representative from the Town of Andover (the Town), unless specifically authorized in writing by the First Selectman.
- B. The Contractor shall be a United States Environmental Protection Agency (USEPA) Lead-Safe Certified firm.
- C. The Contractor shall perform the work between the hours of 7:30 a.m. and 6:00 p.m. Monday through Friday. There shall be no work on state and federal holidays and weekends without the consent of the project Manager.
- D. Contractor shall be responsible for the security and safekeeping of any material or equipment staged or stored at the site during non-working periods. The Town shall not be liable for damage to or theft of equipment left on premises during non-working periods.
- E. The base scope of work includes restoring the exterior of eight (8) windows and installing interior protective storm windows for each of the same windows.

Major elements of the work include, but are not limited to, the following:

- 1. Obtain and pay all fees for insurance and permits, as applicable.
- 2. Mobilize to site and setup to access windows.
- 3. Remove existing protective storm windows and protective panels from each window. Provide and install in accordance with manufacturer's instructions new interior protective storm window system for each window.
- 4. Prepare surfaces to be restored, including removal of vegetation and wash areas to be painted.
- 5. Repoint masonry and repair at window keystones and repoint at windows, as needed.
- 6. Scrape and sand wood surfaces to be repainted. Repair wood spots as needed. Paint windows and doors.
- 7. Remove and replace window glazing as needed. Provide and install new caulk at masonry/wood joint around windows and doors.

8. Transport and dispose of off-site at Town-approved facilities all debris created during the work in accordance with all applicable regulations.
- F. The health and safety of the Contractor's employees shall be the sole responsibility of the Contractor during performance of the Work. All work must be completed in accordance with applicable federal, state, and local laws and regulations.

1.02 CONTRACTOR WORKSITE WALKTHOROUGH

- A. Contractors may perform a worksite walkthrough during the following dates and times:
1. Wednesday, October 5th
10am – 8pm
 2. Wednesday, October 12th
10am – 8pm

1.03 REFERENCE STANDARDS

- B. The Contractor shall comply with all applicable federal, state, and local laws, regulations, standards, and codes, including, but not limited to, those listed below. The following are applicable references and regulations, incorporated herein by reference:
1. 40 CFR Part 745 – Lead-Based Paint Poisoning Prevention in Certain Residential Structures.
 2. Residential Lead-Based Paint Hazard Reduction Act of 1992
 3. Toxic Substance Control Act Section 402 and 404 - Lead Abatement Program: Training and Certification Program for Lead-based Paint Activities
 4. USEPA Renovation, Repair, and Painting Program
 5. All applicable federal, state, county and local statutes, regulations, rules, and ordinances.
 6. All applicable OSHA requirements and other federal, state, and local codes, laws, ordinances, regulations, and guidelines for demolition and related work.

1.04 SUBMITTALS

- A. Provide valid proof of USEPA Lead-Safe certification.
- B. Provide proof of insurance in accordance with the contract insurance limits with the Town of Andover listed as additional insured.
- C. Provide a listing, including company name, name of owner, and address of each proposed off-site disposal facility.
- D. Provide a project schedule for approval by the Town.

1.05 RESERVED RIGHTS

- A. The Town reserves the right to accept or reject any and/ or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Town, depending on

available competition and timely needs of the Town.

- B. The Town reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement that is most advantageous and in the best interests of the Town. The Town shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the Town reserves the right to make such investigation or to request clarifications, as it deems necessary to determine the ability of any proposer to perform the work or service requested. The proposer shall provide information the Town deems necessary to make this determination. Such information may include, but shall not be limited to current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is elected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

1.06 CONDITION OF PREMISES

- A. The Contractor shall accept the existing conditions of the premises. The Town assumes no responsibility for the condition or the contents of the facilities on the premises, or the continuance of the conditions existing at the time of bidding or thereafter. All damage or loss, whether by reason of fire, theft, or by other casualty or happening, to the facilities covered by the Contract Documents shall be at the risk of the bidder from and after the date of award of Contract, and no such damage or loss shall relieve the successful bidder from any obligation under this Contract to complete all work as herein provided for the amounts bid.
- B. The Town will make available sanitary facilities. The Contractor shall provide and pay all fees associated with providing potable water for Contractor personnel.

1.07 CORRECTION OF DAMAGE TO PROPERTY

- A. If the Contractor damages a utility or feature of the building to remain, the Contractor shall repair all damage at no expense to the Town and utility owner.
- B. All damage shall be immediately reported to Town.

1.08 GUARANTEE

- A. Materials, equipment, and workmanship shall carry the standard warranty against defects in material and workmanship. Failure which may develop due to defective or improper material, equipment, workmanship, or design shall be made good, forthwith, by and at the expense of the Contractor, including damage done to areas, materials, and other systems resulting from this failure.
- B. Guarantee period shall extend for 10 years from date of final payment.

PART 2 – PRODUCTS

2.01 WOOD EPOXY RESTORATION SYSTEM

- A. Wood epoxy restoration system must Abatron, or equivalent.

2.02 WINDOW GLAZING

- A. Dapp 33 or Saco System following Manufacturer specifications for exposure, sealing, and prep of system glazing and muntins

2.03 CAULK

- A. Silicone or poly based paintable caulks only

2.04 PAINT

- A. Primer and paint must be premium 2 or 3 coat system paint and primer. Paint color will be determined by an authorized representative of the Town prior to mobilization to the site.

PART 3 – EXECUTION

3.01 EXAMINATION

- A. Prior to commencing work, perform the following:
 1. Visually inspect the work area. Record the existing conditions and submit all information to the Town.

3.02 COORDINATION

- A. The Contractor shall coordinate the work with the Town to minimize activities at the Library. The Contractor shall receive approval of the project schedule from an authorized representative of the Town prior to mobilization to the site.

3.03 PREPARATION AND PROTECTION

- B. The Contractor shall take every precaution to guard against any movement or settlement of embankments, retaining walls, and facilities caused as a result of the work. The Contractor shall be solely and entirely responsible for the safety and support of such facilities, and shall be solely liable for any such movement or settlement and any damage or injury caused as a result of the work.

3.04 WINDOW RESTORATION AND INTERIOR STORM GLAZING INSTALLATION

- A. Unless authorized in writing by an authorized representative of the Town, the Contractor shall perform the work continuously. No claim for delay will be permitted due to the Contractor's inability to procure or mobilize the required material or equipment to the site to complete the work in accordance with the Town-approved project schedule.

3.05 WASTE TRANSPORTATION AND DISPOSAL

- A. Transport off-site and legally dispose or recycle materials and waste at facilities approved by the Town. Comply with applicable regulations, laws, and ordinances concerning removal, handling, and protection against exposure and environmental pollution.
- B. All waste transport containers shall be covered or tarped.

3.06 CLEAN-UP AND CLOSEOUT

- A. Upon completion of the work under this Contract, the Contractor shall remove all tools and materials, plant, apparatus, waste, rubbish and debris and shall leave the premises clean, neat and orderly.
- B. Return adjacent areas to condition existing before work began or as specified.
- C. Provide written documentation signed by an authorized agent of the Contractor stating that the work has been completed as specified and in accordance with all applicable laws and regulations.

3.07 PAYMENT

- A. All labor, materials, incidentals and equipment shall be furnished and installed by the Contractor, and all waste shall be properly characterized and disposed of by the Contractor, and is included in the base bid for this Contract. No additional payment shall be made to the Contractor for the Work specified.

END OF SECTION
