

TOWN OF MORRIS, CONNECTICUT

REQUEST FOR PROPOSALS

TRANSFER STATION OFFICE BATHROOM ADDITION

RFP Issue Date: September 14, 2026

Proposal Submission Deadline: 12:00 PM, September 30, 2026

Project Completion Deadline: December 1, 2026

1. INVITATION TO SUBMIT PROPOSALS

The **Town of Morris, Connecticut (Town)** is requesting proposals from qualified and experienced contractors (Contractor) for the construction of a bathroom addition to the existing **Morris Transfer Station Office Building**, located at:

Morris Transfer Station
254 Lakeside Road
Morris, CT

The purpose of this project is to provide an indoor bathroom facility for Transfer Station employees.

The proposed addition will be constructed on the **west side of the existing Transfer Station Office Building**. Contractors are expected to provide all labor, materials, equipment, supervision, permits, coordination, and incidental work necessary to complete the project in accordance with applicable building codes, regulations, and industry standards.

Contractors are strongly encouraged to conduct a site visit prior to submitting a proposal in order to inspect and measure the proposed work area and evaluate existing conditions.

2. PROJECT SCHEDULE

The successful Contractor shall commence work as mutually agreed upon with the Town and shall complete the entire project **no later than December 1, 2026**, unless an extension is approved in writing by the Town.

Work shall generally be performed during **normal business hours**, unless otherwise authorized by the First Selectman.

The Contractor shall coordinate the work with the Town to minimize disruption to Transfer Station operations.

3. SCOPE OF WORK

The project shall include the construction of a bathroom addition on the west side of the existing Transfer Station Office Building.

The following scope is intended to identify the major components of the project and shall **not be considered an exhaustive list**. The Contractor shall include all labor, materials, equipment, supervision, connections, installation, testing, cleanup, and incidental work necessary for a complete and functional bathroom addition.

The scope shall include, but may not be limited to, the following:

A. Site Work and Foundation

- Preparation of the proposed addition area.
- Excavation and required site preparation.
- Foundation construction.
- Concrete slab/floor construction.
- Coordination of foundation work with existing building conditions.
- Restoration of disturbed areas as necessary.

B. Building Construction

- Exterior and interior walls.
- Framing and structural components.
- Ceiling construction.
- Roof construction and tie-in to the existing building.
- Exterior wall finishes compatible with the existing building.
- Interior wall finishes.
- Weatherproofing and flashing.
- Rain gutters and downspouts.
- All necessary trim, flashing, sealants, and related finish work.

C. Plumbing and Wastewater

- Plumbing supply lines.
- Waste and drain lines.
- Plumbing connections to the proposed septic system.
- Septic holding tank.
- Septic alarm system.

- Required piping, fittings, valves, cleanouts, and accessories.
- Plumbing fixtures, including toilet, lavatory/vanity, and associated fixtures.
- Water heater.
- Testing of all plumbing systems.
- All necessary connections and appurtenances for a complete and operational system.

D. Electrical

Provide all electrical work required for the bathroom addition, including, but not limited to:

- Required electrical wiring and connections.
- Vented exhaust fan/light.
- Vanity light.
- GFCI-protected receptacle(s).
- Electric heat.
- Electrical service and connections as required.
- Septic alarm electrical connection.
- Switches, outlets, boxes, wiring, fixtures, and other electrical components required for a complete installation.

E. Interior Finishes

- Interior wall finishes suitable for a bathroom environment.
- Ceiling finish.
- Flooring.
- Painting and finishing.
- Installation of vanity and associated components.
- Installation of plumbing fixtures.
- Installation of lighting and ventilation equipment.
- Caulking and sealing.
- Final cleaning.

F. Exterior and Site Completion

- Exterior siding/wall finishes compatible with the existing building.
- Roof completion and weatherproofing.
- Gutters and downspouts.
- Sealing of all building penetrations.
- Final grading and restoration of areas disturbed by construction.
- Removal and disposal of construction debris.
- Final cleanup of the work area.

G. Complete and Operational Facility

The Contractor shall be responsible for providing a **complete, code-compliant, weather-tight, and fully operational bathroom addition**, including any incidental work reasonably required to complete the project, whether or not each individual item is specifically identified in this RFP.

Any conflicts, discrepancies, or unforeseen conditions affecting the proposed work shall be brought to the attention of the Town before proceeding with the affected work.

4. SITE VISIT

Contractors are **strongly encouraged to conduct a site visit** before submitting a proposal.

The purpose of the site visit is to allow prospective Contractors to inspect existing conditions, verify dimensions, evaluate access and site conditions, and obtain information necessary to prepare a fair and accurate proposal.

Failure to conduct a site visit shall **not relieve the Contractor of responsibility** for understanding existing conditions or for submitting a complete and accurate proposal.

To schedule a site visit, contact:

Tom Weik

Phone: **860-567-7431**

Email: 1stselectman@morrisct.gov

5. PROPOSAL REQUIREMENTS

Proposals shall provide sufficient detail for the Town to evaluate the Contractor's qualifications, proposed approach, and total project cost.

Each proposal shall include, at a minimum:

1. **Total lump-sum project price.**
2. Detailed breakdown of proposed costs, including labor and materials where practical.
3. Identification of any exclusions or assumptions.
4. Identification of all rebates included in the proposed pricing.
5. Proposed project schedule and anticipated start date.
6. Estimated duration of construction.
7. Description of the Contractor's relevant experience with similar construction projects.
8. Names of proposed subcontractors, if applicable.
9. Copies of equipment specifications for proposed equipment.

10. Detailed warranty information for equipment and installed components.
11. Confirmation that the Contractor can complete the project by **December 1, 2026**.
12. Confirmation that the Contractor will comply with all applicable federal, state, and local laws, codes, regulations, and permit requirements.
13. Proof of required insurance coverage, as described below, prior to commencement of work.

Contractors shall clearly identify any proposed **alternates, allowances, or optional items**, if applicable.

6. EQUIPMENT SPECIFICATIONS AND WARRANTIES

A copy of all applicable equipment specifications shall accompany the proposal.

The Contractor shall also provide detailed warranty information for equipment, fixtures, systems, and materials proposed for the project.

Warranty information shall identify, where applicable:

- Manufacturer.
 - Product or equipment description.
 - Warranty duration.
 - Parts coverage.
 - Labor coverage.
 - Warranty exclusions.
 - Procedure for obtaining warranty service.
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7. INSURANCE REQUIREMENTS

Prior to beginning any work, the Contractor shall obtain and maintain insurance coverage acceptable to the Town.

Certificates of insurance shall be provided to the Town on forms acceptable to the Town, and the **Town of Morris shall be named as an additional insured** on the Contractor's applicable insurance policies.

The Contractor shall be responsible for verifying that all subcontractors, agents, and workers associated with the project maintain the minimum required coverage and limits and that current certificates of insurance are maintained for such parties.

Minimum required coverage shall include:

Insurance Coverage	Minimum Requirement
Workers' Compensation	\$100,000
General Liability – Bodily Injury	\$500,000
Property Damage Liability	\$100,000
Automobile Liability – Combined Bodily Injury and Property Damage	\$600,000

These insurance limits represent the **minimum requirements established by the Town** and are not intended to represent a determination that such coverage or limits are adequate to protect the Contractor or its operations.

The Contractor shall be solely responsible for determining the adequacy of its insurance coverage.

All work activities performed under this agreement shall be covered by the required insurance.

8. SAFETY AND ENVIRONMENTAL REQUIREMENTS

The Town of Morris considers illness and injury prevention to be of primary importance in all phases of its operations and administration.

It is the objective of the Town to provide a safe and healthful environment for all employees, contractors, workers, visitors, and guests.

All Contractors, subcontractors, vendors, agents, and workers shall comply with all applicable **OSHA safety standards, environmental regulations, and federal, state, and local laws and regulations.**

Requirements include, but are not limited to, the proper use of personal protective equipment and applicable safety procedures concerning:

- Personal protective devices.
- Trench protection.

- Lockout/tagout procedures.
- Confined-space entry.
- Scaffolding assembly and use.
- Construction-site safety.
- Environmental protection requirements.
- Protection of Town employees, visitors, and the public.

The Contractor shall erect, maintain, and utilize all necessary safeguards for the safety and protection of persons and property.

If the Town observes a situation that is in violation of applicable safety requirements, the Contractor shall immediately correct the violation at its own expense.

Work shall not continue until the violation has been corrected.

Repeated safety violations may be considered a breach of contract. In such circumstances, the Town may terminate the contract between the Town and Contractor without liability to the Town.

The Contractor shall be responsible for any fines incurred by the Town as a result of the Contractor's actions or failure to comply with applicable requirements.

9. PERMITS, CODES, AND REGULATORY REQUIREMENTS

The Contractor shall be responsible for complying with all applicable federal, state, and local laws, ordinances, regulations, building codes, plumbing codes, electrical codes, environmental requirements, and other applicable requirements governing the work.

The Contractor shall obtain all permits, inspections, approvals, and authorizations required for the Contractor's work, unless specifically agreed otherwise in writing by the Town.

The Contractor shall coordinate required inspections and shall correct any deficiencies identified by the applicable authorities.

10. EXISTING CONDITIONS

Contractors shall familiarize themselves with the existing building, site conditions, access, utilities, dimensions, and other conditions that may affect the project.

The Contractor shall be responsible for verifying field conditions before construction.

Any conditions that may materially affect the scope, cost, or schedule shall be brought to the Town's attention promptly.

11. PROJECT CLEANUP

The Contractor shall maintain the work area in an orderly and safe condition throughout construction.

Upon completion, the Contractor shall:

- Remove all construction debris and surplus materials.
 - Clean the work area.
 - Remove temporary protections and construction equipment.
 - Restore areas disturbed by construction.
 - Leave the completed bathroom addition in a clean and usable condition.
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12. PAYMENT

The Contractor will be paid for work completed in accordance with the final agreement between the Town and Contractor.

Payment shall be based upon satisfactory completion of the work and compliance with the contract requirements.

The Contractor shall be responsible for all costs associated with correcting deficient or nonconforming work.

13. QUESTIONS AND CLARIFICATIONS

All questions concerning this Request for Proposals, the proposed project, site conditions, or the scope of work shall be directed to:

Tom Weik
Town of Morris
Phone: **860-567-7431**

Site visits may also be scheduled by contacting:

First Selectman's Office

Phone: **860-567-7431**

Email: 1stselectman@morrisct.gov

14. PROPOSAL SUBMISSION

Proposals may be submitted by:

Email

selectmen@morrisct.gov

Mail or Hand Delivery

Town of Morris

3 East Street

Morris, CT 06763

Submission Deadline

12:00 PM, September 30, 2026

Proposals received after the stated deadline **will not be accepted**.

Contractors are responsible for ensuring that proposals are received by the Town prior to the submission deadline.

15. TOWN'S RIGHTS

All proposals become the property of the Town of Morris upon submission.

The cost of preparing, submitting, and presenting a proposal shall be the sole responsibility of the proposer. The Town shall not be responsible for any costs incurred by a proposer in connection with this solicitation.

The Town of Morris reserves the right to:

- Reject any and all proposals received as a result of this solicitation.

- Negotiate with any qualified source.
- Waive any formality or technicality.
- Request clarification or additional information from proposers.
- Cancel this Request for Proposals, in whole or in part, if it is determined to be in the best interests of the Town.
- Select the proposal that the Town determines is in its best interests.

This Request for Proposals in no way obligates the Town of Morris to award a contract.

16. CONTRACTOR CERTIFICATION

By submitting a proposal, the Contractor acknowledges that it has reviewed the requirements of this RFP and agrees that, if selected, it will:

- Perform the work in accordance with the requirements of this RFP and the resulting contract.
 - Provide all labor, materials, equipment, supervision, and incidental work necessary for a complete project.
 - Comply with all applicable laws, codes, regulations, OSHA requirements, and environmental requirements.
 - Maintain the required insurance coverage.
 - Complete the project by **December 1, 2026**, subject to any written modifications approved by the Town.
 - Maintain a safe work environment.
 - Be responsible for the work of its subcontractors, agents, and employees.
 - Provide the Town with required equipment specifications and warranty information.
 - Correct defective or nonconforming work at its own expense.
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17. PROPOSAL FORM

TOWN OF MORRIS, CONNECTICUT
TRANSFER STATION OFFICE BATHROOM ADDITION

Contractor Name: _____

Company Address: _____

Contact Person: _____

Telephone: _____

Email: _____

Contractor License No., if applicable: _____

Base Proposal

The undersigned Contractor proposes to provide all labor, materials, equipment, supervision, permits, insurance, and incidental work necessary to complete the Transfer Station Office Bathroom Addition in accordance with the requirements of this Request for Proposals.

Total Lump-Sum Proposal:

\$ _____

Proposed Start Date:

Proposed Completion Date:

Rebates Included:

Exclusions or Exceptions:

Proposed Subcontractors:

Warranty Information Attached:

☐ Yes

☐ No

Equipment Specifications Attached:☐ Yes☐ No

The undersigned certifies that the information contained in this proposal is accurate and that the Contractor has reviewed the requirements of this Request for Proposals.

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

TOWN OF MORRIS, CONNECTICUT

Project: Transfer Station Office Bathroom Addition**Location:** 254 Lakeside Road, Morris, CT**Proposal Deadline:** 12:00 PM, September 30, 2026**Required Completion:** December 1, 2026**Questions/Site Visits:** Tom Weik – 860-567-7431**Proposal Email:** selectmen@morrisct.gov**Mail/Delivery:** Town of Morris, 3 East St, Morris, CT 06763