



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

REQUEST FOR PROPOSALS (RFP)

For Roof Replacement at 508 Main Street

Date Issued:	Tuesday, August 15, 2023
Submission Deadline:	10:00 AM EDT on Tuesday, August 29, 2023
Primary Contact:	Joshua Steele Kelly, Town Manager townmanager@townofwinchester.org
Send Proposals To:	Winchester Town Hall
(Sealed and marked as RFP submission)	338 Main Street Winsted, CT 06098

I. Introduction & Background

The Town of Winchester/City of Winsted is requesting sealed proposals for the replacement of the roof on the structure located at 508 Main Street, Winsted, CT 06098. The Town is the owner of the building and asks that contractors submit comprehensive bids, inclusive of all projected costs related to this outlined project. Please ensure that all costs are itemized in the submitted proposal.



II. Specifications

The roof replacement at 508 Main Street in Winsted, CT shall include the following:

- Roof: approximately 1,802 square feet. Flashings: approximately 500 square feet. Total material needed: as much as 2,500 square feet.
- Provide dumpsters for debris from complete roof and flashing removal; remove roof and flashing material and haul the debris off-site.
- Known area of deck repair: 35' x 5' at low end on the structure. "Sister" in rafters and install a new fascia board. New deck plank is needed. There may be more bad framing and decking as the roof is removed, and we expect that a proposal will include an hourly estimate for such additional work.
- Install new pressure-treated 2x6 wood at the highpoint and low edge of the roof to match the height of the new insulation.
- Install two (2) layers of 2.6" polyiso insulation, R-30.
- Install an 0.60 EPDM roof system with a manufacturer's 20-year warranty.
- Flash all walls and remaining penetrations.
- Finish and install a new 3'x2.5' roof hatch with the required safety rail system.

- Fabricate a new box-style gutter with roof flange with two (2) 3x4" downspouts to the ground.
- Fabricate and install new metal edging for the front of the roof/building.
- Terminate new flashing with termination bar at windows.
- Contractor will be responsible for filing application for all required permits; Town will waive all permit fees, given work is to be completed on Town property.

III. Notice Locations & Questions

Notices of the availability of this RFP will be placed on the Town website, in an advertisement in a locally-circulating newspaper, and in the Town's usual posting locations, both online and in print. A paper copy may be obtained during normal business hours by stopping into the Town Manager's Office at Winchester Town Hall, 338 Main Street, Winsted, CT 06098.

Questions concerning this RFP:

Questions concerning this RFP must be submitted in writing to the Town Manager at townmanager@townofwinchester.org or mailed to the Town Manager's Office at 338 Main Street, Winsted, CT 06098. Written responses will then be posted as an appendix on the RFP document on the Town's website.

IV. Submission Requirements

Parties interested in responding to this RFP are invited to submit a proposal in accordance with the following terms and conditions. With submission of a response to this RFP, the proposer acknowledges that they have read and understand the requirements and conditions herein.

Each proposer shall submit three (3) paper copies of the proposal via mail or personal delivery to the Office of the Town Manager, 338 Main St, Winsted, CT 06098, no later than the date and time as marked at the beginning of this RFP. The sealed proposal shall be marked as such.

Responses to the RFP must include all required documents, completed, and signed per the instructions and attached forms included in this RFP package. Emailed and faxed proposals will not be accepted and will be deemed non-responsive and will not be evaluated. No proposals submitted after the above-referenced deadline will be accepted.

All proposals must include the following materials:

1. **Scope of Services.** Proposers must articulate, in great detail, the IT services that they will provide to the Town of Winchester under the proposed contract. Write-ups with more detail will score higher than those with less detail.
2. **Price Proposal.** Proposers must state the price they propose be paid by the Town for the services as outlined in the Scope of Services document.

3. **References.** Each proposer shall include the names, telephone numbers and email addresses of three to six (3 - 6) professional references who have either worked for or worked with the proposer to offer services who can speak to the quality of the services provided by said firm. Please state the relationship with each reference.
4. **Certifications.** Proposers are required to certify, in their submission, that they have not colluded with any other person submitting a proposal.
5. **Other.** The proposer should include in this section any other information which the proposer believes the Town should know in order to fully evaluate the proposal, or any special conditions to the proposal. If a proposal is missing any of the required materials, or the required materials are combined, the Town reserves the right to evaluate the proposal if, in the sole discretion of the Town, the overall proposal is responsive to the evaluation criteria and required material.

Additional Instructions:

- If any changes are made to this RFP, an addendum will be issued. Each addendum will be emailed to all persons on record as having requested the RFP. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from the obligation to comply with the terms of such addenda. All addenda so issued shall become part of this RFP.
- Proposers are cautioned that it is the responsibility of each individual proposer to assure that his/her proposal is in the possession of the responsible official or a designated alternate prior to the stated time and at the place of proposal by the due date. The Town is not responsible for proposals delayed by mail and/or delivery service of any nature. Late responses will not be accepted, nor will additional time be granted to individual respondents unless the Town extends the required submittal date for all proposers.
- All proposals become the property of the Town of Winchester upon receipt. All proposals are deemed to be public records under Connecticut General Statutes.
- The Town will not be liable for any costs incurred by any respondents in the preparation and presentation of responses to this RFP, or in the participation in views, interviews, negotiations, or any other aspect of this RFP process.
- Failure to meet the submittal requirements may be sufficient cause to reject a proposal. Proposers are solely responsible for reviewing all the provisions of this RFP and any attachments prior to submitting the proposal. Proposals that are incomplete, not properly endorsed, or are otherwise in conflict with the requirements of this RFP, may be rejected.
- The Town reserves the right to accept or reject any or all submitted proposals for any reason at any time.

V. Evaluation Criteria

The Town may, but is not required to, select a list of responders to invite to an interview. The use of an interview is dependent on the number and scope of the proposals submitted. The Town's evaluation criteria will be as such:

CRITERION 1: Experience (of proposer)

- Has the proposer been in business for a reasonable period and had actual experience with similar service offerings?
- Does the proposer have examples of similar work and related materials?
- Has the proposer included at least 3 references for past offerings?
- Has the proposer demonstrated that they have a solid understanding of the technical and logistical aspects of the work to be completed?

CRITERION 2: Quality of the Proposed Work

- Has the proposer demonstrated an understanding of the structural needs of 508 Main Street?
- Do they have sufficient staff and contractors/sub-contractors to carry out the terms of the contract for the full duration of the contract without additional changes to the terms of the contract?

CRITERION 3: Financial Costs

- Is the proposed cost of the service reasonable?
- Will the Town be able to afford the proposed costs?

CRITERION 4: Detailed Response

- Has the responder included all required components of the submission package?
- Has the responder been clear and detailed in their description of the work to be completed and the proposed price?