



**Request for Proposal / Invitation to Bid  
For:**

**Parking Lot Repair (paving) and Parking Lot Space Delineation**

**BID # OEM-2013-105-02**

The Town of Old Saybrook Office of Emergency Management hereby solicits proposals from qualified firms/companies/individuals for the following:

**Parking Lot Repair (paving) and Parking Lot Space Delineation**

All responsible, qualified firms are strongly encouraged to submit proposals with pricing.

The Town of Old Saybrook, Office of Emergency Management will serve as the point of contact for this project.

**The Town of Old Saybrook reserves the right to award in part or in whole or to reject any or all proposals.**

The following conditions apply concerning the purchase and/or the engagement of contractual services for the above listed project and/or items:

1. All Proposals are to be sealed with the Invitation to Bid Number visible on exterior.
  
2. **Three (3) Original Proposals will be received at:**

**Old Saybrook Department of Police Services  
6 Custom Drive**

## Old Saybrook, Connecticut 06475

### Attn. **Parking Lot Repair (paving) and Parking Lot Space Delineation**

3. It is understood that the Town of Old Saybrook reserves the right to accept or reject any and/or all proposals and to waive any formalities or informalities.
4. All proposals must be dated and signed by authorized personnel.
5. No prices shall include state or federal excise taxes.
6. Proposals from respondents that do NOT meet minimum qualifications and/or do NOT include and/or satisfy required language and/or items specified in this document will be eliminated from the list of eligible respondents to be considered.
- 7. Proposals must be received by Noon on Wednesday, June 12, 2013.**
8. Responses will be opened and recorded at beginning at 12:30 PM at Old Saybrook Town Hall, 302 Main Street, Old Saybrook, Connecticut.

#### **Purpose:**

The purpose and intent of this Request for Proposal and Invitation to Bid is to solicit proposals and specific itemized pricing from those who meet the qualifications described herein to repair the parking lot of the Old Saybrook Town Beach to include the removal of damaged pavement, the installation of new pavement and parking space delineation in concert with the existing parking lot. The work area is approximately 184' x 15'. The Town Beach is located at 105 Plum Bank Road, Old Saybrook, Connecticut.

#### **Minimum Qualification Requirements:**

Must have at least ten (10) years of documented experience in the proper removal, and installation of pavement, including making repairs to existing paved parking lots.

Must be able to commence work immediately following Town approval and complete the project in full, including "punch list items" by July 1, 2013. (should the Town approval completed by June 25, a later completion date may be negotiated).

Must meet any and all additional requirements and/or qualifications as detailed in this document.

**Parking Lot Repair (paving) including Parking Space Lining at Town Beach**

Respondents **must** include:

1. A Statement that disposed materials from the worksite must be mechanically loaded in transport vehicles and disposed of in accordance with local, state, and federal guidelines and regulations.
2. A statement that debris may NOT be taken to a Town of Old Saybrook Municipal facility.
3. The street address and GPS location of the place(s) of the final resting places for any and all debris removed.
4. A work schedule demonstrating the commencement and conclusion of work.
5. An estimate on the amount of debris to be removed.
6. An estimate on the amount and types of asphalt to be used.
7. An estimate on the final thickness of pavement to be installed.
8. Detailed itemized pricing. Detailed pricing must include a breakdown of labor, materials, and machine costs. This must be done for each segment of the project. *(Removal, Installation, Lining of Parking Lot)*

Example –

PAVEMENT REMOVAL

Labor	\$
Materials	\$
Machine Costs	\$

PAVEMENT INSTALLATION

Labor	\$
Materials	\$
Machine Costs	\$

**Mandatory Pre Response / Pre Bid Meeting**

The Town of Old Saybrook will hold a mandatory Pre Response / Pre Bid Meeting on Thursday, June 6, 2013 beginning at 10:00 AM.

The Mandatory Pre Response / Pre Bid Meeting is for the following projects:

1. Fencing and Parking Ballard Installation at Saybrook Point

2. Parking Lot Repair (paving) at Town Beach
3. Fence Construction at Town Beach
4. Parking Lot Repair (Installation of Millings) at Harvey's Beach

The Meetings will begin at the Harvey's Beach, then travel to the Town Beach, then travel to Saybrook Point.

The Town of Old Saybrook will require identification of all attendees of the Pre Response / Pre Bid Meeting for documentation purposes.

Prospective respondents may ask questions of Town Officials at these scheduled meetings. Proposals, including detailed pricing, must be based on the information provided both in this document and at these meetings.

**FAILURE TO ATTEND THE PRE RESPONSE / PRE BID MANDATORY MEETING WILL DISQUALIFY A RESPONDENT.**

**Additional Information**

Costs associated with RFP and Bid Responses will be considered "not to exceed costs" by the Town of Old Saybrook.

The Town of Old Saybrook may choose to hold "Bid Response" Interviews prior to making a selection.

Qualified persons/firms may access the site where work is to be performed during normal business hours. The site is located at 105 Plum Bank Road, Old Saybrook, Connecticut.

Respondent must state that they will coordinate work with the contractor selected by the Town to perform the wall/fence repair at the Town Beach.

**Insurance Requirements**

All contractors shall obtain and maintain at it's own cost and expense for the duration of the project, the following insurance:

1. Worker's Compensation                      \$1,000,000
2. Commercial General Liability              \$2,000,000
3. Comprehensive General Automobile      \$1,000,000
4. Employer's and Professional Liability must be included in "General Liability" or maintained a separate rider/policy to meet

**Proof of insurance must be included at time of RFP / Bid Response.**

**If successful, the respondent must provide the Town of Old Saybrook - Office of the First Selectman - with insurance documentation that names the Town of Old Saybrook as an additional insured.**

**Performance / Payment Bond**

There is no performance bond requirement for this project.

**Hold Harmless Statement**

The respondent shall include Hold Harmless Language. The language shall provide a release to the Town of Old Saybrook for issues concerning any claims or injuries of any nature whatsoever that may arise out of the scope of work proposed, to indemnify and hold the Town harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties and expenses (including legal fees) that the Town may incur, directly or indirectly, as the result of the work performed by the respondent on either public or private property as assigned, including without limitation claims, losses, etc. that may result from a claim by an employee of the contractor, a land owner, or a third party.

**References**

Persons and/or firms who elect to provide proposals and bid documents must include:

1. at least three references from governmental customers whom you have performed work for in the past five (5) years

OR

provide evidence that you have worked as a Contractor for the Town of Old Saybrook, providing similar work as detailed above in the past five (5) years.

**There are no substitutions permitted  
to any of the REQUIREMENTS listed in this document.**

**The town will not entertain sales calls or requests for presentations.**

**Questions may be directed, in WRITING and only be email to the following email address:**

Recovery@town.old-saybrook.ct.us