



Town of Canadice

5949 County Road #37
Springwater, NY 14560

Telephone: (585) 367-2050
Facsimile: (585) 367-3880
www.canadice.org

Request for Proposal

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Town Hall Parking Lot Asphalt Replacement

Release date: May 15, 2023

Pre-proposal questions: Jeremy Fraim; *Highway Superintendent*

Office: (585) 367-2557

Cell: (585) 732-2557

Proposal deadline: Wednesday, June 7, 2023; no later than 4:00 PM

Proposal delivery location: Canadice Town Hall
Town Clerk's office
5949 County Rd #37
Springwater, NY 14560

Town Hall Contact: Christopher Vastola; *Town Supervisor*

Office: (585) 367-2050 - Ext 1

Project Description:

The Canadice Town Board is requesting proposals from contractors to provide asphalt replacement services for the Town of Canadice.

Project is described as two components. Pulverize and reuse the existing asphalt on the northern portion of the parking lot. Use the existing asphalt on the southern portion of the parking lot as a base layer and add an overlay graded to drain to the east.

Questions regarding the scope of services must be directed to Jeremy Fraim, Highway Superintendent; via office (585)367-2557 or cell (585)732-2557

General Information:

The RFP is available on the Town website. An aerial view of the work site from Oncor is included on Page 5 with northern and southern portions of the site demarked with dotted line.

Hard copy of the RFP and site map, can be obtained in person from the Canadice Town Hall, Town Clerk's Office

Office hours: Tuesday, Wednesday, Thursday - 8:30 AM until 4:30 PM
Thursday evening – 5:00 until 7:00 PM
Saturday morning – 9am until 11:00 AM

Submission Requirements (please note all requirements)
Proposals that do not include all requirements cannot be evaluated.

Project Specifics:

The intent of this Request for Proposal is to solicit bids for professional asphalt services for the Town of Canadice. Proposals should include a detailed description covering demolition and recovery of materials used to resurface the northern portion of the parking lot, and, a second description to describe the work to resurface and grade the southern portion of the Town Hall parking lot. Costs should be presented separate for pavement reconstruction (northern portion of project) and asphalt overlay (southern portion of project). Contract will be awarded as a single scope of work. Contractors must provide evidence of insurance requirements and attestation of working within New York State prevailing wage requirements. Project start date is September 1, 2023 with completion by October 31, 2023.

I. Scope of Work

- a. Entrance and Northern portion of parking lot** (from County Rd #37 south to about even with flag poles)
~~ 8,300 sq ft
 - Pulverize/Partial depth recycle in order to stabilize and re-use existing material as base
 - Regrade, remove excess material, and compact
 - Pave with 3" fine binder

- b. Southern portion of parking lot** (flag poles to handicap cut at sidewalk)
~~ 7,400 sq ft
 - Overlay 3" fine binder including tack coat creating positive drainage toward lawn on East side of parking lot
 - Maintain 4"+/- curb reveal at sidewalk

- c. Entire parking lot**
 - Install new line striping including designated handicap spaces

Please note: Canadice Highway Department trucks can be available to haul asphalt; contact the Town of Canadice Highway Superintendent to discuss this potential approach.

II. Preparation of the Proposal

Proposals should provide a straight forward, concise description of the contractor's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by the Town of Canadice.

One (1) entire original, hard copy proposal must be submitted to the Town Clerk's office no later than Wednesday, June 7, 2023 at 4:00 PM. If an electronic copy is submitted, a hard copy must be post marked no later than June 7, 2023.

At a minimum, the proposal should contain the following information:

- **Business Organization** - include full name, address, phone number, fax number, email address and business type (ie. individual, partnership or corporation).

- **Experience** with federal, state or municipal projects where prevailing wage was a requirement.
- **Qualifications:** Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services.
- **Completed projects** of a similar nature and a contact person for each reference cited.

III. Insurance Requirements

- The contractor shall furnish certificates of insurance in the following accounts:
- Comprehensive General Liability including premises/operations, contractual independent contractors, broad form property damage and personal injury. Limits of liability shall be combined bodily injury and property damage.
- Auto liability, including owned, non-owned and hired. Limits of liability shall be combined bodily injury and property damage: \$1,000,000. Each occurrence: \$1,000,000 Aggregate.
- Excess Liability - Umbrella Form: \$1,000,000
- Workers' Compensation - Limit of Liability shall be the statutory limits. State whether the sole proprietor and/or partners have elected to be included.
- The contractor shall have a certificate issued showing the Town of Canadice as an additional named insured for the duration of the contract.
- Certificates shall be filed with the Town Clerk before work is started and contain a thirty (30) day written notice of cancellation clause.
- Personnel on site shall follow ANSI and OSHA standards for personal protective equipment.
- Contractor shall be responsible for damages incurred to town or personal property within the work zone.

IV. Agreement/Exceptions

- Submission of a proposal indicates the contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP.
- Exceptions presented in a proposal are not to be considered incorporated into the contract between the Town of Canadice and the selected Contractor unless and until the Town of Canadice agrees to accept such exceptions.
- The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by the Town of Canadice) which is acceptable to the Town of Canadice and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by the Town of Canadice and selected Contractor.
- No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP.

V. Miscellaneous

- Minority and Women owned business enterprises (MWBE) are encouraged to respond to the RFP, either as prime or subcontractors.
- The Town assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews or negotiations.
- All supporting documentation and manuals submitted with this proposal will become the property of the Town of Canadice unless otherwise requested by the contractor at the time of submission.

VI. Proposal Submittal Detail

One entire original, hard copy proposal must be submitted to the Town of Canadice.

Proposals must be received no later than Wednesday June 7, at 4:00 PM to be considered for the RFP.

Address the Proposal to: Town of Canadice, Town Hall
Attn: Town Clerk – Town Hall Parking Lot Project – RFP
5949 County Road #37
Springwater, NY 14560

Proposals may be mailed, dropped off in person or by a carrier (ie USPS, FedEx, UPS).

Town office hours: Tuesday, Wednesday, Thursday 9-4:30pm,
Thursday 5—7pm and Saturday 9-11am

If an electronic copy is submitted, a hard copy original must be post marked no later than June 7, 2023. Electronic copies can be submitted to the Town Clerk at: townclerk@canadice.org

Forms and information to be included with proposals:

1. Completed Non-Collusive Certificate
2. Proof of Insurances: Workers' Compensation, NYS Disability, Liability and Auto
3. Three references

Bids will be opened June 8, 2023 at 10:00 am and reviewed with the Supervisor and Town Board at the June Town Board meeting on June 12, 2023.

VII. Evaluation of Proposals

Only proposals meeting minimum qualifications will be evaluated. The Town of Canadice will evaluate proposals based on, but not limited to, the following criteria:

- Experience in asphalt projects of similar scope
- Capability of contractor and/or personnel
- References

Reserve the Right to Reject: The Town of Canadice reserves the right to select the service provider which best meets the Town's goals and objectives, needs, budget constraints, and quality levels, as well its service level expectations. The Town reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter into, as it may deem to be in the best interest of the Town of Canadice.

VIII. Selection

- The contractor selected for the award will be chosen on the basis of Best value/greatest benefit to the Town of Canadice, not necessarily on the basis of lowest price.
- The Town of Canadice shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age national origin, disability or political affiliation.
- The Town of Canadice reserves the right to terminate the selection proceedings at its option at any time during the process.



Please submit with RFP as a separate document



NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf

Printed Name, Title

Authorized Signature

Company Name

Date