



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 Sidewalk Replacement

Release date: March 20, 2023

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

Office: (585) 367-2557

Cell: (585) 732-2557

Proposal deadline: April 26, 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 concrete sidewalk replacement services for the Town of Canadice.

Work will include demolition of existing sidewalks, rough grade and base compaction, and installation of a new broom finish concrete sidewalk and curbing.

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:

Copies of the RFP are available on the Town website. An original site plan and sidewalk detail are also available as a separate attachment.

Hard copy of the RFP, with drawing, 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 concrete services for the Town of Canadice. Proposals should include a detailed description covering demolition and reconstruction of the Town Hall sidewalks as well as a small masonry repair to the Town Hall foundation. Contractors must provide evidence of the insurance requirements and be competent working within New York State prevailing wage requirements. The project must be complete by August 31, 2023.

I. Scope of Services

- A. Replace concrete sidewalk and curbing surrounding Town Hall
Demolition and removal of existing sidewalks and curbing including cutting and removal of asphalt against curbing and sidewalk where needed. This will be replaced by the town as part of the larger scope of work. Also includes regrading and compaction of base materials. (crushed stone will be available from the Highway Department if needed)
Rear handicap ramp and stairs to remain as well as stamped concrete at flagpoles. (Spoils can be dumped at the Highway facility located at 5957 County Road #37)
- B. New sidewalk location and grades to be identical to existing sidewalk including ADA compliant access.
- C. Concrete sidewalk to be 4" thick and curbing to be haunched to a depth of 12" in a monolithic pour.
Concrete to be a minimum of 3500 psi with 6x6 10-gauge reinforcement wire. Expansion joints at 20' increments.
Surface to be broom finish.
- D. Concrete demolition and replacement should be planned to minimize disturbance to garden areas (front and side of Town Hall); the Town will be responsible for replacing mulch following project completion.
- E. Add full width concrete stoop/ramp in front of the storage shed.
- F. Masonry repair of concrete block foundation; Northeast corner of Town Hall (side entrance).

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 April 26, 2023 at 4:00 PM. If an electronic copy is submitted, a hard copy must be post marked no later than April 26,2023.

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

- Business Organization – Provide the full name, address, phone number, fax number, email address and business type (ie. individual, partnership or corporation).
- List of experiences 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.
- Provide 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.

- All 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

All proposals must be received no later than Wednesday April 26, at 4:00 PM to be considered in the RFP review process.

Address the Proposal to:

Town of Canadice, Town Hall

Attn: Town Clerk – Town Hall Sidewalk – 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 8:30-4:30pm,

Thursday 5—7pm and Saturday 9-11am

If an electronic copy is submitted, a hard copy original must be post marked no later than April 26,2023. Electronic copies can be submitted to the Town Clerk at: townclerk@canadice.org

Proposals will be opened and reviewed Thursday April 27,2023 at 10:00 am at the Canadice Town Hall.

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

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 concrete construction
- 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