

Town of Lisbon
1 Newent Road
Lisbon, CT 06351

REQUEST FOR PROPOSAL

The Town of Lisbon is seeking proposals for contracting services for vinyl siding, trim, and repairs to the Newent Congregational Church Museum at 12 South Burnham Highway, State Route 169. The project is funded by the Town of Lisbon, and the project is administered by the Town of Lisbon, CT, together with The Lisbon Historical Society, a non-profit 503 (C)-3 Ct. Corporation. Contractors must meet the professional qualification for work of this nature.

Sealed proposals must be received by Friday, December 8, 2023 at 10:00 AM. The Town of Lisbon and the Lisbon Historical Society (Town, LHS) reserves the right to award in part, to reject all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town, and the LHS will not be served.

The Request for Proposal (RFP) is available from:

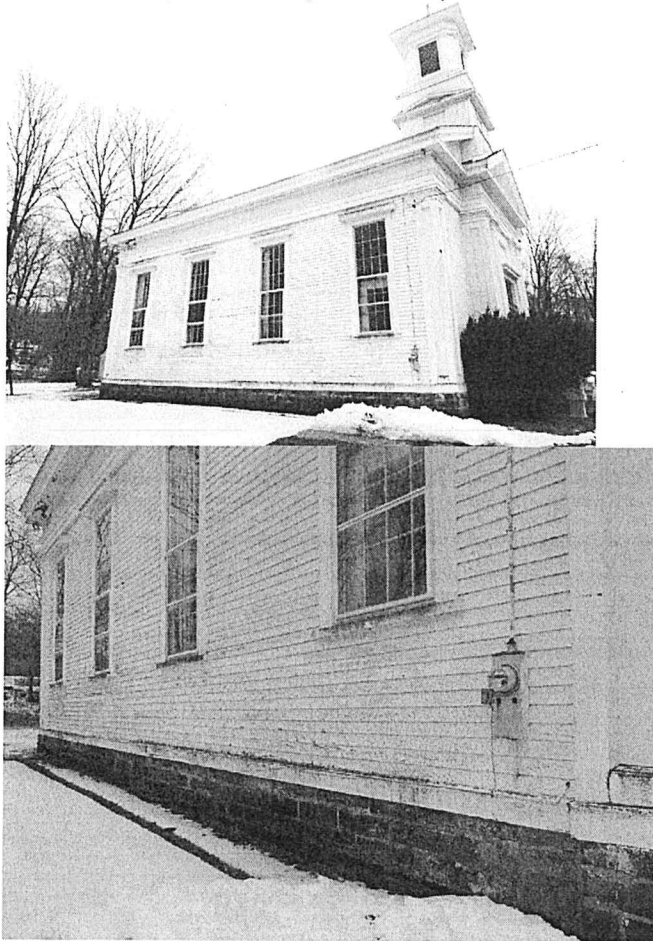
Office of the First Selectman, Lisbon Town Hall, 1 Newent Road, Lisbon CT 06351, or online at:
<https://www.lisbonct.com/home/pages/bids-rfqs-rfps>

The Town of Lisbon is an Affirmative Action/Equal Opportunity Employer. Women and Minorities are encouraged to submit Proposal.

This project abides by regulations of the State of Connecticut that prohibits discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability.

SELECTION CRITERIA: The selection for award will be based on lowest responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to complete the work within the allotted budget and period. The proposer must ensure the Town and LHS of their ability to perform this work. In contracting work to another vendor or sub-contractor, the contractor must assure the Town and LHS that the sub-contractor is highly qualified to perform such work and they can show examples of the work performed. This building, although built in 1858 is not included on any historic register, and thus does not need SHPO (State Historic Preservation office) approval.

DESCRIPTION OF PROJECT The building presently has mold and chipped paint on the surface of the clapboards. The steeple is already Vinyl sided and is not included in the proposal. The small entry opening and the one-story building, known as The Town House, are not included in this proposal. These photographs show the wood clapboard siding on the North side of the building, the worse side. The siding to be applied must be of high quality. Suggestions are for Carved Wood from Mastic, also Quest, CertainTeed Monogram. Because of the cost we are asking for the Lay Over method, vs. Strip method. The splashboard, corner boards, trim and other flat surfaces should metal wrap with thickness of .044 or .046. Woodpecker and other holes in trim will be repaired by other carpenters in advance of siding. Some minor repairs may be necessary to existing wood clapboards.



The objective is to restore the appearance of the building. Methods, material, and hardware shall not defy current building standards as defined by the Town Building Inspector.

All proposals from qualified contractors will be reviewed and bids opened on Friday, December 8, 2023 at 10:00 AM. The Contractor will coordinate with the project coordinator/supervisor, Kenneth E. Mahler, LHS Chair Building and Grounds Committee, 860-376-1015 kennethmahler@sbcglobal.net The project may be subject to site inspection by the Town Building Inspector. All work on this project will be negotiated with the project coordinator. No

other party or individual will be involved with instructing the contractor. Comments, recommendations, changes, or criticisms will be funneled through the project coordinator.

The winning contractor will be excused from providing a portable toilet. Arrangements for use of the building's toilet will be permitted. The contractor must haul away any trash at their expense, and the area is to be maintained in a workman-like manner. No smoking within 100 feet of the building will be permitted. No alcoholic beverages are to be permitted on site.

PROJECT TIMETABLE (Dates shown are latest, but work may be accomplished earlier)

The project will begin as soon as the bids are opened, and the contractor approved and building permits issued. The completion shall be on March 31, 2024. A building permit will be issued by the Town and the application will be filled out by the project coordinator, with the cooperation of the contractor. Building Permit fees shall be waived by the Town.

REQUEST FOR PROPOSALS CONDITIONS

- All proposals in response to this request are to be the sole property of the Town of Lisbon.
- All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Timing and sequence of events resulting from this Proposal will ultimately be determined by the Town of Lisbon.
- The Town of Lisbon may amend or cancel this RFP, prior to the due date and time, if it deems it to be necessary, appropriate, or otherwise in the best interest of the Town.
- Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a Proposal not being considered.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons assigned to the project.
- Any additions, deletions or changes in personnel assigned to the project must be approved by the Town in advance of their exclusion or inclusion, apart from personnel who have terminated employment.
- Replacements for personnel who have terminated employment are subject to approval by the Town.
- At its discretion, the Town may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of the Town, regardless of whether they were previously approved by the Town.
- Any costs and expenses incurred by Proposers in preparing or submitting Proposals are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. In some cases, Proposers may be asked to give demonstrations, interviews, presentations, or further explanation to the Town Building Inspector, or Project Coordinator.

- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud.
- The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Town participated directly in the Proposer's preparation.
- The Proposer must accept the Town standard contract language and conditions.
- The contract will represent the entire agreement between the Proposer and the Town and will supersede all prior negotiations, representations, or agreements, alleged, or made, between the parties.
- The Town shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town.
- The contract may be amended only by means of a written instrument signed by the Town and the Proposer.
- All proposers will be permitted one site inspection conducted by a representative of the Town at a time and date negotiated.
- The Town also reserves the right to waive technical defect, irregularities, and omissions if, in its judgment, the best interest of the Town will not be served.
- The Town reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of the Town shall not constitute a breach of contract on the part of the Town since the contract with the initial Proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town and the Proposer.

PROPOSAL REQUIREMENTS

Proposals must (1) be word processed; (2) be printed on white paper; and (3) use a font size of not less than 10 points. All proposals must be submitted in sealed envelopes or packages addressed to: Office of the First Selectman, Town of Lisbon

CONTACT INFORMATION

Proposals transmitted by Fax or Email **will not** be accepted or reviewed.

Proposal must contain the following items:

- Resume
- References (include three letters of reference from recent clients).
- Provide the name, title, company address, and phone number for each reference.
- Written Affirmation that the Proposer has read and accepts the RFP's conditions,
- The Contractor's name, title, address, phone number, state contractor's license number or certificate, and certificate of insurance.
- The statement must be signed by the Proposer.

All responses to the RFP must conform to the instructions. Failure to include any required signatures; provide the required number of copies; and/or to meet deadlines for submission, may result in rejection of the proposal.

Proposals must be submitted in a sealed envelope marked "RFP 2023 – Vinyl Siding for Newent Church" and must be received by Friday, December 8, 2023 at 10:00 AM

Address proposals to:

**Office of the First Selectman
Town of Lisbon
1 Newent Road
Lisbon, CT 06351**

Questions are to be in writing/email and directed as above to kennethmahler@sncgelobnal.net 860-376-2015 for circulation to and response by a representative of the Town. Responses will be sent via e-mail to all interested persons.