

Town of Warren Request for Proposals

Roof Replacement – Pete Sepe Pavilion

Submittal Deadline May 19,2021 at 11:00 AM

Town of Warren Request for Proposals Furnish and Install Dog Park Fencing

TABLE OF CONTENTS

1. INTRODUCTION.....	2
2. TOWN OBJECTIVES.....	3
3. REQUESTED SERVICES.....	3
4. SUBMITTAL INSTRUCTIONS.....	4
5. SELECTION CRITERIA.....	4
6. PROJECT TIMELINE.....	4
7. APPENDIX A.....	5

1. INTRODUCTION

The Town is soliciting proposals to replace the roof on the Pete Sepe Pavilion located at the Warren Recreation Park on Asylum Road. The intent of this Request for Proposal (RFP) is to identify one or more bidders with whom the Town might retain to perform this work.

In responding to the RFP, Bidders shall provide evidence of their qualifications. Responses will be evaluated on the effectiveness, depth, technical feasibility, comprehensiveness and cost. The Town of Warren then intends to choose one of the Bidders as a partner for executing the scope.

In posting this RFP, the Town reserves the right to:

- Contract with the winning Bidder to provide the services identified in Section 3.
- Adjust the scope of work.
- Reject any and all responses resulting from this RFP.
- Cancel the Solicitation at any time prior to the execution and approval of a contract. If this Solicitation is canceled, all proposals received in response to this RFP will be rejected.

The Town is not liable for any costs incurred by any person or firm responding to this RFP. The Town reserves the right to reject, as non-responsive, any proposals that do not contain the information requested in this RFP. Specific instruction for developing and submitting the RFP

are provided in Sections 5 and 6. Late responses will not be accepted. The Town is under no obligation to return any proposals or materials submitted by a Bidder in response to this RFP.

Please direct all questions regarding this RFP (email only) to:

Tara Thibodeau, Director
Parks & Recreation
Town of Warren
tthibodeau@townofwarren-ri.gov

2. TOWN OBJECTIVE

The Town intends to replace the existing roof.

3. REQUESTED SERVICES

The successful Bidder will provide all services and materials necessary for the replacement of the roof at the Pete Sepe Pavilion.

4. SUBMITTAL INSTRUCTIONS

4.1 Questions – All questions related to this RFP must be submitted via email to Jan Malik at the email address noted above.

4.2 Addenda to RFP – If it becomes necessary to revise any part of this RFP, or if additional information is necessary to clarify any of its Provisions, an addendum will be posted on the statewide procurement site, <http://www.purchasing.ri.gov>.

4.3 Content – The requirements listed in this Section represent the minimum content that must be included in each submittal. They are not intended to limit substantive content (unless expressly stated otherwise). It is the Bidder's responsibility to include information in their submittal that meets these minimum content requirements, as well as, any additional information that further demonstrates relevant qualifications.

- 4.3.1 Cover Letter
- 4.3.2 Description of Firm and Experience – Describe your firm’s legal structure, areas of expertise, length of time in business, number of employees and other information that would be helpful in characterizing your company.
- 4.3.3 Use of Subcontractors – Bidder must identify any subcontractors that will be used on this project and describe the contractual arrangement that will exist with all subcontractors. The Bidder will be considered the prime Contractor and will be fully responsible for the performance of all services, including the quality and timeliness of work performed by the subcontractor.
- 4.3.4 References – Provide three (3) municipal references for which your firm and/or your key personnel have provided similar services.
- 4.3.5 Bid Submittal – Three (3) copies of submittal must be received by the Warren Town Clerk, 514 Main Street, Warren RI 02885, prior to 11:00 am May 19, 2021. Any submittal received after this time will be automatically rejected.

5. SELECTION CRITERIA

Responses will be based on experience, references, timing and price.

6. PROJECT TIMELINE

Milestone	Milestone Date
RFP announced	April 29, 2021
Site Visit	
End of question period	May 17, 2021
Responses posted to http://www.purchasing.ri.gov	May 18, 2021
Bids due	May 19, 2021
Contractor selected	TBD

BID FORM:

TO: Town of Warren
Office of the Town Clerk
514 Main Street
Warren RI 02885

PROJECT: _____

DATE: _____

SUBMITTED BY: _____

ADDRESS OF BIDDER: _____

TELEPHONE NUMBER: _____

LICENSE #: _____

BID

Having examined the place of work and all matters referred to in other sections of his document prepared by the Town of Warren, Public Works Department for the above-mentioned project, we the undersigned, hereby propose to enter into a contract to perform the work for a total sum of:

(Numerical Sum)

(Written Sum)

ACCEPTANCE:

This bid shall irrevocably be open to acceptance for ninety (90) days from the bid closing date. If this bid is accepted by the Owner within ninety (90) days, we will:

1. Furnish the required bonds and insurance certificates in compliance with the provisions of instructions to bidder.
2. Commence work in accordance with the approved schedule with a completion date no later than ninety (90) days from the date of the notice to proceed.

BID FORM SIGNATURES:

(Bidders Printed Name)

By: _____
(Signature)

Title: _____