



TOWN OF EAST WINDSOR ENGINEERING & PUBLIC WORKS

Mailing Address: 11 Rye Street, Broad Brook, CT 06016

Physical Address: 6 Woolam Road, East Windsor, CT 06088

Leonard J. Norton, P.E. - Director of Public Works/Town Engineer/Tree Warden - Phone (860) 292-7073

RFP Documents – Preferred Contractor

East Windsor, CT – April 3, 2023

East Windsor Request for Proposal

The purpose of this RFP is to obtain proposals for a Preferred Contractor List to be utilized for the maintenance of Town buildings. Projects may include preventative maintenance, normal trouble shooting and repairs and other needs from time to time. Proposals will be submitted to the Proposals will be submitted to the First Selectman's Office, ATTN: Jason Bowsza, First Selectman 11 Rye Street, Broad Brook, CT. 06016, by 11:00am Tuesday April 25, 2023, for a public bid opening.

INFORMATION FOR BIDDERS

Tax Exemption – Purchase of materials are exempt from Connecticut sales tax.

Proposal – Each proposer shall fill in all blank spaces of the PROPOSAL FORM in ink with no changes made to the form. Each proposal must be in a sealed envelope addressed to Jason Bowsza, First Selectman 11 Rye Street, Broad Brook, CT. 06016. Clearly marked **“On-Call Preferred Contractor”** by Tuesday April 25, 2023.

Right to Reject Proposals – The town reserves the right to reject any or all proposals if it is the Town's best interest to do so. Proposals submitted or received after the scheduled closing time for receipt of proposals will be rejected.

Acceptance of Proposals – Acceptance of proposal will be by notice of the Director of Public Works / Town Engineer.

Performance Bond – Not required

RFP FORM – CONTRACTOR SERVICES

Proposers Full Name: _____

Contractor Service: ☐ Electrician ☐ Plumber ☐ HVAC ☐ Carpenter ☐ Painter

Year One: Hourly Rate – Straight Time \$_____ from _____ a.m. to _____ p.m.
 Hourly Rate – Over Time \$_____ after _____ p.m. & weekends
 Parts/Materials Mark Up _____%

Year Two: Hourly Rate – Straight Time \$_____ from _____ a.m. to _____ p.m.
 Hourly Rate – Over Time \$_____ after _____ p.m. & weekends
 Parts/Materials Mark Up _____%

Year Three: Hourly Rate – Straight Time \$_____ from _____ a.m. to _____ p.m.
 Hourly Rate – Over Time \$_____ after _____ p.m. & weekends
 Parts/Materials Mark Up _____%

The undersigned certifies that he has not colluded with any individual or firm that has a competitive interest in responding to this RFP.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____

Signature of Proposer: _____ Title: _____

Name and Title (Printed): _____

Insurance – The Contractor shall have the required insurance which shall be maintained in force until all work performed on this project is completed. All policies shall hold harmless the Town of East Windsor and the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon thirty – (30) days notice to the Town.

Schedule of Insurance:

Manufacturer's and Contractor's Liability:

Personal Injury Liability	\$1,000,000 Per Person
	\$1,000,000 per occurrence
Property Damage	\$1,000,000 per occurrence

Automotive Liability:

Personal Injury	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence

Town's Protective Liability:

Personal Injury Liability	\$1,000,000 per person
	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence

The Contractor shall also carry Worker's Compensation Insurance as required by the State of Connecticut and any other applicable laws and regulations for all employees engaged in work under the Contract.

Service and Labor – It is the intent of the Town to utilize the Preferred Contractor List to provide repair/maintenance to Town buildings. Contractors may be utilized to respond to various issues on an as needed basis. The contract prices shall be based on time and material with a percentage mark-up on materials.

Routine calls shall be responded to within 72 hours after the request is initiated. Emergency service shall be provided within one hour of request, regardless of when the request is made. The Town will not pay travel time. Failure to respond within the specified time limits may result in the contractor being removed from the Preferred Contractor List.