

TOWN OF CANANDAIGUA

Request for Proposals (RFP / RFQ)
for

Roof Replacement(s) at Onanda Park

Project Timeline	
RFP Released	January 9, 2023
Questions Due	January 23, 2023
Proposals Due	February 9, 2023
Job Window	March 1, 2023- May 26, 2023 OR September 10, 2023 and November 30, 2023

This Request for Proposals (RFP) is available at the Town of Canandaigua Town Clerk's office at the above-mentioned address and also on the Town of Canandaigua's bid/proposal page on the website at townofcanandaigua.org.

Scope of Services

The Town is seeking proposals for complete roof replacements on two buildings on the lakeside portion of Onanda Park, located at 4965 County Road 16, Canandaigua, NY 14424. Lakeside Cabins; Wapoos and Wequash (see attached map for building locations).

Wapoos: approximately 650sf

Wequash: approximately 600sf

Firms may offer proposals for one or both buildings. If providing proposals for both, the Town of Canandaigua requests that they be separated into two individual proposals.

Job Requirements for both Wapoos and Wequash Pavilions:

- All work must be completed between March 1, 2023- May 26, 2023 OR September 10, 2023 and November 30, 2023. No work shall be completed between May 27, 2023 through September 9, 2023.
- Prevailing wage rates **will apply** for both buildings.
- Tear-off for both roofs will be the responsibility of the awarded contractor
- If any plywood needs to be replaced, it will be the responsibility of the awarded contractor. Please include any additional cost estimates for this add on if it is part of the proposal.

- Complete clean-up and removal of all materials/debris associated with the project including disposal and associated costs. (Town of Canandaigua will provide a roll off dumpster for use by the awarded contractor to place all debris pertaining to the outlined jobs). This will be at no cost to the contractor.
- Contractor will be responsible for repairs of damages associated with the work being done (i.e. damages to the property; damages caused to the grounds by equipment, including but not limited to ruts from vehicles, etc.).

Proposed roofs shall have the following elements:

- Standing seam, concealed fastener
- 26 gauge or thicker
- Color should be hunter green, or similar, to match existing roofs in the park.
- Ridge venting
- Drip edge
- Contractor is expected to install any underlayments (ice and water shield, tar paper, etc.)

Proposal(s)

Proposal(s) must include the following items:

- Pricing as proposed, including any alternate proposals or suggestions.
- Provide details for any available warranties for workmanship and/or materials.
- Background information that describes the nature and history of the firm or individual, including client listings and references.
- Type of work contractor licensed to perform and any other specialization of the firm.
- Proof of General Liability, Certificate of Insurance naming the Town as additionally insured, Workers Compensation, and Automobile Insurance along with insurance company name, address, phone, fax, and email.

Submission Procedures

- Please include in your proposal all requested and required information as outlined in the above bullets.

- Please submit one hard copy OR a digital copy of proposal(s).
- Hard copy should be mailed to the following address and **received no later than NOON on February 9, 2023.**

Town of Canandaigua
Attn: Jean Chrisman
5440 Route 5 & 20 West
Canandaigua, NY 14424

- Digital copy may be included with hard copy on a thumb drive and/or emailed to Jean Chrisman JChrisman@townofcanandaigua.org by the due date.
- **Questions:** all questions regarding the bid requirements should be directed to Jean Chrisman JChrisman@townofcanandaigua.org or 585-394-1120 x2229. All questions are due no later than January 23, 2023 and answers will be posted to the Bids/Proposals page of the Town's website within 3 business days of that date.

Selection

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s) or in accordance with the Town's Best Value Policy, in part or in whole who meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua 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 Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

Miscellaneous

1. The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
3. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.