

TOWN OF CANANDAIGUA

Request for Proposals (RFP / RFQ)

Due July 2, 2018

Notice to Bidders

NOTICE IS HEREBY GIVEN that the Town of Canandaigua will receive sealed bids for roof replacements at Onanda Park. Such sealed bids must be filed with the Town Clerk, 5440 State Routes 5 & 20 West, Canandaigua, New York 14424, PRIOR TO 12:00 PM, July 2, 2018 at which time said bids will be publicly opened and read.

Introduction and Background Information

Onanda Park is situated on the western shore of Canandaigua Lake in the Town of Canandaigua and offers a variety of recreational opportunities including swimming, paddling, boating, hiking, picnicking, and overnight accommodations. There are multiple buildings on the park grounds including cabins, pavilions, activity and office buildings, meeting halls, and the Sheriff's boathouse.

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 bids for roof replacements on two buildings in Onanda Park: Babcock Hall main building and the Sheriff's building/boathouse. The selected firm will be expected to provide the following services to the Town of Canandaigua:

- Complete re-roof of Babcock Hall (main building) including sheathing and all associated materials. Approximately 2,600 square feet.
- Re-shingle the Sheriff's building. Approximately 1,400 square feet.
- All roofs shall be GAF Timeline HD, Hunter Green color, and architectural or equivalent with a minimum 15 year guarantee on the workmanship.
- Complete clean-up and removal of all materials/debris associated with the project including disposal and associated costs.

Proposals

Proposals shall include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Pricing as proposed, including any alternate proposals or suggestions.
3. Proposed timeline of services to be provided to the Town.
4. Type of work contractor licensed to perform and any other specialization of the firm.
5. Insurance Company Name, address, phone, fax, and email; plus Proof of General Liability, Workers Compensation, and Automobile Insurance.

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.

Submission Procedures

1. One copy of the proposal should be addressed to:

**Town of Canandaigua
Attn: Dennis Brewer
Director of Parks and Recreation
5440 Route 5 & 20 West
Canandaigua, NY 14424**

2. Proposals may be delivered by mail, courier, or in person to the address above.
3. Proposals should be received by the Town no later than 12:00 pm, July 2, 2018. Any questions regarding the bid requirements should be directed to Dennis Brewer, Director of Parks and Recreation, at dbrewer@townofcanandaigua.org or 585-394-1120 x2252.

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. Prevailing wage rates will apply.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.