

TOWN OF CANANDAIGUA

Request for Proposals (RFP / RFQ)

(Revised July 13, 2018)

Released October 10, 2019

Due November 7, 2019

Notice to Bidders

The Town of Canandaigua is seeking quotes/proposals for roof replacements at Onanda Park. Quotes/proposals are due to Samantha Pierce, Parks and Recreation Coordinator, 5440 State Routes 5 & 20 West, Canandaigua, New York 14424, PRIOR TO 12:00 PM, November 7, 2019.

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 two portions of Onanda Park: The Lakeside (East side of County Road 16/West Lake Road) and the Uplands (west side of County Road 16/West Lake Road). 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 quotes/proposals for complete roof replacements on two buildings on the Uplands portion of Onanda Park: King Hall and the Uplands restroom building (see attached maps for building location). The selected firm will be expected to provide the following services to the Town of Canandaigua:

- Complete re-roof of King Hall including sheathing and all associated materials. Approximately 2,800 square feet.
- Complete re-roof of the Uplands restroom building, including all sheathing and all associated materials. Approximately 800 square feet.

- All roofs shall have the following required elements:
 - Standing seam (or equal), with a minimum 30 year guarantee on the workmanship.
 - Color should be hunter green, or similar, to match existing roofs in the park.
 - Ridge venting
 - Drip edge
- Complete clean-up and removal of all materials/debris associated with the project including disposal and associated costs.
- 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.).

Quotes/Proposals

Quotes/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. Proof of General Liability, Workers Compensation, and Automobile Insurance along with insurance company name, address, phone, fax, and email.

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 quote/proposal should be addressed to:

Town of Canandaigua
Attn: Samantha Pierce
Parks and Recreation Coordinator
5440 Route 5 & 20 West
Canandaigua, NY 14424

2. Quotes/Proposals may be delivered by mail, courier, or in person to the address above no later than 12:00 pm, November 7, 2019.
3. Any questions regarding the quote/proposal requirements should be directed to Samantha Pierce, Parks and Recreation Coordinator, at spierce@townofcanandaigua.org or 585-394-1120 x2229.

Miscellaneous

1. The Town reserves the right to reject any or all quotes/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 for work done on King Hall but not for the Uplands restroom building. To see the prevailing wage schedule, contact Samantha Pierce at spierce@townofcanandaigua.org or 585-394-1120 x2229.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.