

FINANCE

REQUEST FOR PROPOSALS

TOWN OF NORTH HAVEN

Request for Proposals for the conservation and restoration of gravestones at Old Center Cemetery, Project No. 17-6, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:30 AM on Thursday, July 28, 2016, at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After proposals are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the proposals, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the proposers. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven.

Edward J. Swinkoski, CPA
Director of Finance/Administration

The Town of North Haven requires restoration of 21 markers located on the south side of the Old Center Cemetery on Church Street.

The repairs and conservation efforts will be based on Phase I of the Condition Assessment dated April 2016. Conservators will be required to consult "Conditions Summary, Conservation Recommendations and Condition Assessments for Old Center Cemetery, North Haven, CT, April 2016" for gravestone and monument condition assessments, maps, and photographs and for guidelines as to suggested repairs based on risk assessment/condition. A copy of this assessment is available on our town website (www.town.north-haven.ct.us).

All work by the Conservator will be documented with an inventory form for each stone/monument for which services are performed. All conservation procedures performed will be described on the form and complete inscriptions (where possible) will be included. Before and after photographs of the item to be conserved will be required. This completed documentation will be presented on a CD to be delivered to the Finance Office along with hard copies.

NOTES TO BIDDERS:

INSURANCE

The Contractor shall carry or require that there be carried Manufacturers' and Contractors' Public Liability Insurance with limits of \$1,000,000. to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract, such insurance shall cover the use of all equipment, including but not limited to cranes, hoists, heaters, motor vehicles, etc., in the construction of improvements embraced in this contract.

The Contractor shall carry, during the life of the contract, Property Damage Insurance in an amount of not less than \$500,000. to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract.

The Contractor shall carry all necessary Worker's Compensation Insurance.

Insurance policies shall be conditioned to indemnify and save harmless the Town of North Haven from all suits or actions brought against the contractor, it and or them for or on account of any injuries received or property damage sustained by any party, or by or from the Contractor.

CERTIFICATE OF INSURANCE

The successful bidder will be required to submit a Certificate of Insurance upon receipt of award and before starting work.

MINIMUM QUALIFICATIONS OF THE CONTRACTOR

Bidders must provide all information necessary to demonstrate their compliance with all criteria identified herein. Bidders who do not meet the criteria will be considered non-responsive.

Bidder must have at least 5 years experience and a proven track record of high quality, professional work in the conservation of historic headstones, footstones and monuments.

Bidder must have documented experience working with municipal or regional government in the preservation of historic markers and historic burying grounds.

All bids to be held firm until awarded.

All envelopes will be clearly marked BID, with the purpose and time of opening.

ALL BIDS MUST BE ON THIS FORM.

BID \$ _____

Estimated date work will begin _____

Estimated date work will be completed _____

Submitted By:

Date: _____

Name of Firm

Telephone Number Fax Number

Address

Printed Name Title

City, State, Zip

Authorized Signature