

REQUEST FOR PROPOSALS (RFP)

The Town of Berwyn Heights, Department of Public Works (DPW) is soliciting proposals to furnish and install two (2) commercial rolling service doors with remote-controlled electric door openers, safety sensors, manual override and locking devices. In addition, bidder must remove and dispose of the existing doors and equipment used to operate doors at their property located at 8418 Ballew Avenue, Berwyn Heights, MD 20740. Interested applicants are encouraged to visit the DPW, owner's location, for proper measurements. The best times are Monday through Friday from 7:30 AM until 2:00 PM.

The RFP is open to individuals or organizations that meet the following minimum qualifications:

- Bidder must be licensed to perform work in Maryland
- Bidder must have a minimum of three years of experience as a Contractor
- Bidder must have at least three non-Bidder owned customer references for whom the Bidder has provided similar services during the past 36 months preceding the RFP due date
- Bidder must be insured as follows:
 1. A Certificate of Insurance for contractor's liability issued in the name of the contractor reflecting per occurrence limit of \$2,000,000, naming the Town of Berwyn Heights as additionally insured
 2. Products/Completed Operations and contractual coverage
 3. Statutory Workers Compensation and Employers Liability coverage (\$1,000,000 minimum)
 4. All carriers must be admitted to operate businesses in the state of Maryland

Bidders who do not meet these minimum qualifications shall be deemed to be non-responsive and will not be evaluated.

The proposal is to be brief but should include:

1. Specifications and cut sheets of all equipment to be installed
2. Experience on comparable projects
3. Staff qualifications
4. Names, addresses and telephone numbers of three business references
5. Project approach and work plan
6. Schedule to accomplish the project – must be completed no later than March 31, 2019
7. Costs or fees; such as materials vs labor
8. Everything previously listed under minimum qualifications
9. Proof of required insurance

Proposals will be evaluated by the Department of Public Works (DPW) based on the response to the information requested above. All six items must be addressed for the proposal to be considered responsive. The deadline for submission of responses is December 3, 2018, 5:00 p.m. local time in Maryland. LATE PROPOSALS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.

Proposals need to be voted on and approved by the Town Council, according to the Town Charter (see Section 609).

Proposals are to be mailed or hand-delivered to:

Town of Berwyn Heights
Att: RFP – DPW Door Replacement
5700 Berwyn Road
Berwyn Heights, Maryland 20740-2702
Tel. 301-474-5000
Fax: 301-474-500

Bidders assume the risk for the method of delivery chosen. DPW assumes no responsibility for delays caused by any delivery service or for problems with Bidder's email. Proposals and all relevant documentation for this RFP shall be delivered in a sealed opaque envelope; the envelope shall be addressed to the party receiving the proposal and shall be identified with the project name, the Bidder's name and address. The envelope should be titled "DPW Door Replacement Proposal Submission" and include the contractor name, contact persons and telephone numbers. Only written Proposals will be accepted. All required documents should be completed, signed and submitted with the proposal. The Town of Berwyn Heights intends to award this RFP subject to review of the documents and confirmation of contractor information. A list of the Proposals received will be made available to Bidders within 7 days.

Acceptance of Proposals (Award)

The Owner intends to award a Contract to the most responsive qualified Bidder provided the RFP has been submitted in accordance with the requirements of the proposal Documents. The Owner shall have the right to waive informalities and irregularities in the RFP received, and to accept a proposal which, in the Owner's judgment, is in the Owner's best interests. Owner intends to evaluate proposals using the following criteria:

- Price (competitive proposals)
- Experience & capacity
- Reputation & license status
- Previous work experience with non-profit organizations
- Proposed completion timelines
- Insurance to complete overall project
- Written contract

Any contractor or supplier in performing under any contract for or related to this project will not discriminate against any worker, employee or applicant, or any member of the public because of race, color, religion, gender, national origin, age or disability. Such action will include, but not be limited to the following: Employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor or supplier further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this project. The contractor or supplier further agrees that this clause will be incorporated in all subcontracts or job-consultant agreements entered into by contract or for supplier in connection with this project.

The Bidder represents that the following are true:

1. They have read and understand the RFP and have submitted a proposal that is in compliance with the RFP documents
2. The Bidder has visited the site and is familiar with conditions
3. The Bidder supply all materials, equipment, labor and systems required to complete the job in compliance with the RFP documents
4. The Bidder has carefully studied the RFP documents and reported any inconsistencies to the Owner
5. The bidder has bid the job with no material variances that have not been approved by the Owner
6. The Bidder has submitted a proposal to complete the entire job
7. The Bidder is able and willing to commence work on this project by March 31, 2018

In submitting a bid in response to this RFP, the bidder agrees to accept the terms set forth in this RFP.

Any requests for information about this project are to be directed to the Director, Kenny Hall, the Town of Berwyn Heights, Department of Public Works (DPW).

Thank you for considering this solicitation.

Contractor:_____

Signed by:_____

Print Name:_____ Dated:_____