



**Request for Proposals
Window Replacement
Fire Station 5
RFP No.: P16-013**

**Purchasing Department
73 Harlow Street
Bangor, ME 04401
207-992-4282**

Issue Date: October 1, 2015

I. Introduction

The City of Bangor requests proposals from qualified and experienced contractors to install windows at Bangor Fire Department's Fire Station 5 located at 168 Hogan Road.

II. General Information

General information is available on the City's website at the following web address: www.bangormaine.gov/proposals. By submitting a response to this solicitation, the bidder accepts the responsibility for downloading, reading and bidding by the terms and conditions set forth in the City's "General Information for Vendors".

III. Submission

To be considered, return the Proposal Form and any other information the Proposer deems important in an envelope **clearly** marked "**Proposal No.: P16-013: Fire Station 5 Window Replacement**" by **2:00 PM, Wednesday, October 21, 2015** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

Proposals may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference "**Proposal No.: P16-013: Fire Station 5 Window Replacement**" in the subject line. Proposals will be publicly opened on the date and time stated above.

IV. Mandatory Pre-Proposal Conference

A **mandatory** pre-proposal conference will be held at **9:00 AM on Thursday, October 8, 2015** at Fire Station 5 located at 168 Hogan Road. Bangor Fire Department Officials will provide a guided tour of the facility and provide one (1) set of floor plans to each attendee. Only Proposers attending the conference will be considered.

V. Questions

All questions or request for clarifications shall be submitted during the mandatory pre-proposal conference referenced in Section IV. Such questions will be answered at that time.

Any questions after the pre-proposal conference must be submitted in writing to bids@bangormaine.gov. A response to such questions will be in the form of an addendum which will be available on the City's website.

VI. Rejection

Any bid, portion of a bid, or unrequested bid revision received at the City of Bangor Purchasing Department after the time and date specified will not be accepted.

The City of Bangor reserves the right to reject any and all bids, to waive any informalities or defects in bids or to accept a higher cost bid if it is deemed to be in the best interest of the City of Bangor. The City also reserves the right to negotiate with the lowest responsive Bidder as well as to move forward with only a portion of the anticipated work. The City reserves the right to contract with more than one bidder for this work.

VII. Award

The bid award will be based on one or more of the following:

- Prior history or experience with the Bidder, including general standing of Bidder in the industry
- References
- Cost
- Length of time to complete project

VIII. Background

Station 5 was constructed in 1992 and is a 6,000 square single level satellite fire station located in the Bangor mall district. This station has two major components, apparatus bays and living quarters.

The Apparatus bays house 3 pieces of fire apparatus and other equipment. The living quarters include a kitchen, training room, physical fitness room and 5 bunk rooms.

The existing windows were manufactured by Acorn. They are constructed of all extruded aluminum hollow frames, #80-dk Bronze in color set in a brick veneer. There are two types of existing windows. Moving (casement style) and fixed (picture). There are 12 units to be replaced. All units are comprised of at least two windows.

IX. Scope of Services

The successful Proposer will be required to submit all installation plans and specifications, including window details for each unit to Fire Department Officials for approval before any work may commence. It shall also be the responsibility of the successful Proposer to obtain all required permits. The proposal shall include a timeline of installation for project completion.

The project must be completed no later than 60 days of proposal acceptance.

Proposals should provide energy efficiency rated windows. Options for window make and material will be considered to reach this goal. The moving units are to be double hung units. The fixed units are to be changed to moving or a combination of moving and fixed. Window replacement shall not result in smaller units.

Work to be included shall include;

- Replacement of said windows
- Repair work to any associated removal of trim, drywall, painting or masonry to the standard that currently exists.

X. Submission Requirements

The following information must be included in all proposals.

- A. A statement detailing the Proposer's background and experience;
- B. Provide a list of three (3) references which include the contact name, title, phone number and email address;
- C. Detailed submittals on the brand of equipment to be used;
- D. Cost for complete project;
- E. Project timeline; and
- F. Any other information the Proposer feels will aide in the evaluation process.

XI. Selection Criteria

Each proposal will be evaluated based upon the following criteria:

- A. Proposer's background and experience;
- B. Prior history and/or experience with the Proposer;
- C. References; and
- D. Proposed cost.**



Proposal Form
Window Replacement
Proposal No.: P16-013

Deadline:
2:00 PM, Wednesday
October 21, 2015

Note: Work must be bid by using this Proposal Form. Failure to comply may result in disqualification.

Item	Description	Qty.	Unit	Total Price
1	All materials, personnel, and labor to replace windows at Fire Station 5.	1	Lump Sum	\$ _____
<i>Price must include all charges: labor, personnel, materials, freight, fuel, transportation etc. No other charges will be accepted.</i>				
Warranty: All materials and Labor:			after acceptance by the City.	
Number of days to complete the work upon receipt of a purchase order:				days

Business Name			
Street or PO Box			
City, State, Zip			
Telephone Number			
Fax Number			
Email Address			
Contact Name			
Title		Date	