



**Town of Addison, Texas**

**Request for Proposal (RFP)**

**RFP 20-71**

**REBID FIRE STATION APPARATUS BAY DOORS REPLACEMENT**

**Addison Central Fire Station and Fire Station 2**

**Apparatus Bay Door Replacement**

**Proposals are due by February 4, 2020**

**2:00 P.M. local time**

**TOWN OF ADDISON  
REQUEST FOR PROPOSALS NO. 20-71**

**REBID FIRE STATION APPARATUS BAY DOOR REPLACEMENT**

**INTENT**

The Town of Addison General Services Department is soliciting sealed written proposals from qualified vendors for the installation of Fire Station apparatus bay doors at Addison Central Fire Station located at 4798 Airport Pkwy, Addison, TX 75001 and Addison Fire Station 2 located at 3950 Beltway Dr. Addison, TX 75001. All Equipment proposed for this project shall be specified in the proposal. In addition, vendors shall submit an estimated timeframe to complete the installation in number of business days.

**AWARD**

Award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the Town. Once awarded by Council, the vendor will be notified to proceed with work.

**REQUIREMENTS FOR RFP NO. 20-71**

**Rebid Fire Station Apparatus Bay Doors Replacement**

All proposals shall be in compliance with the with the National Fire Protection Association as well as all State of Texas and Town of Addison codes. All proposals shall comply with current Town of Addison Fire Department requirements for submittals.

**PROPOSAL EVALUATION PROCESS**

Proposals will be consistently evaluated and scored using the following weighted criteria:

- Proposer's reputation based on reference checks and examination of reference properties
- Experience in performance of comparable engagements
- Conformance with the terms of this Request for Proposal
- Proposed system
- Reasonableness of costs to install and operate

**Proposals shall be kept confidential until a contract is awarded.**

MAXIMUM PROPOSAL GRADE IS 100 POINTS

**30 Points:**

- Ability of the equipment to meet the Town's requirements. Ease of use and operation of the system.

**50 Points:**

- Total cost, with consideration of both acquisition cost as well as ongoing operational costs.

## **20 Points:**

- Experience in performance in comparable projects, ability to support user's needs, results of reference checks, level, quality and type of training and technical assistance provided.

## **Evaluation Criteria**

- The evaluation committee may also contact the references provided in response to the Section identified as Company Background and References; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal but shall make an award in the best interests of the Town of Addison.
- Each vendor must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending with involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The Town of Addison reserves the right to reject any proposal based upon the vendor's prior history with the Town or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
- Clarification discussions may, at the Town's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors.

## **INSTRUCTIONS TO PROPOSERS**

### **1.0 RECEIPT AND PREPARATION OF THE PROPOSAL**

- 1.1 **Proposers are required to submit three (3) paper versions of their proposal and one digital version on a USB memory stick.** Proposals should be delivered to the Purchasing Division in the Finance Building of the Town of Addison located at 5350 Belt Line Rd., Addison, TX 75254 to the attention of Wil Newcomer by February 4, 2020, 2 pm local time. Proposals must be received by the specified time in order to be considered, and proposals submitted after this closing time will not be considered and will be returned unopened.
- 1.2 Each proposal shall be enclosed in a sealed envelope, addressed to the Purchasing Manager, Town of Addison, 5350 Belt Line Road, Dallas, Texas, 75254. Proposals must be labeled in the lower left-hand corner with the Proposal Number and Name (**RFP 20-71: Rebid Fire Station Apparatus Bay Door Replacement: Addison Central Fire and Fire Station 2**). Proposers must also include their company name and address on the outside of the envelope.

- 1.3 Bidders are responsible for making certain bids are delivered to the purchasing division. Mailing of a bid does not insure that the bid will be delivered on time or delivered at all. If bidder does not hand deliver bid, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 Bids may be withdrawn prior to the above scheduled time set for closing of the bids. Any bid received after the time and date specified will not be considered.
- 1.5 The Town of Addison reserves the right to postpone the date and time for opening bids through an addendum.
- 1.6 No changes to bid, including pricing structure, time to completion, and references may be made following submission of the bid packet.

## **2.0 ADDENDA AND EXPLANATIONS**

- 2.1 Any addendums will be posted via [www.Bidsync.com](http://www.Bidsync.com). It is the sole responsibility of the vendors to check for addendums.

## **3.0 TAXES**

- 3.1 All proposals are required to be submitted **without** State Sales tax. The Town of Addison is exempt from payment of such taxes.

## **4.0 PROJECT INFORMATION**

- 4.1 Project Identification: Bay Door Replacement: Addison Central Fire Station and Fire Station 2

## **5.0 SCOPE OF WORK COVERED BY CONTRACT DOCUMENTS**

- 5.1 The Work of Project is defined by the Contract Documents and consists of the following:
  - 5.1.1 Replacement of apparatus bay doors, and related electrical and architectural modifications to the existing Addison Central Fire Station and Fire Station 2.

## **6.0 PRODUCT OPTIONS**

- 6.1 General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged, and unless otherwise indicated, that are new at time of installation.
- 6.2 Proposals must include product with sectional aluminum doors, containing 3 horizontal panes of tempered glass on each door. Door railing, stile design, and all operating hardware and supports must be included.
  - 6.2.1 Doors must be hurricane rated and include energy efficiency coating.

- 6.2.2 Doors MUST be powder coated “red” with insulated glazing.
- 6.2.3 Door Operators must include high performance motorized commercial door system with high speed settings and high cycle springs.
- 6.2.4 Door Operators must include photoelectric sensor to stop the door from closing if an obstruction is detected, protecting personnel, vehicles, aerial ladders and other high-apparatus obstructions.
- 6.2.5 Door Operators must include a manual pull cord operation system with electric motor.
- 6.2.6 Include additional hardware and installation of Red/Green Traffic Light to indicate that door is fully open and it’s safe to exit.
- 6.2.7 Push button operated control stations throughout bay with maintenance alert system.
- 6.2.8 Additional Vehicle parking control equipment for 12 vehicles must be include in the proposal and equipment must be available for purchase in the case of replacements of purchase of additional items.
- 6.3 Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
- 6.4 Provide weather stripping to all jamb seals, header seals, and bottom sectionals.
- 6.5 Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- 6.6 Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.

## **7.0 CONTRACTOR'S DUTIES**

- 7.1 Furnish & provide for proper execution and completion of work as required by the Contract Documents all:
  - 7.2 Labor, materials and equipment.
  - 7.3 Engineering services for design proposal.
  - 7.4 Tools, construction equipment and machinery.
  - 7.5 Other facilities and services necessary for proper execution and completion of the work.
  - 7.6 Attain and pay for all required permits, licenses, and government fees.
  - 7.7 Unless specifically indicated otherwise, Contractor is responsible to hire and pay for all third-party reviews and inspections required by authorities having jurisdiction, including but not necessarily limited to third party energy code inspection, if such is required.
  - 7.8 Provide schedule of installation based on scope of work and adhere to installation dates as specified in contract.
  - 7.9 Give required notices.

- 7.10 Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of work.
- 7.11 Anchor assembly to wall construction and building framing without distortion or stress
- 7.12 Secure tracks to structural members only.
- 7.13 Fit and align door assembly including hardware, level and plumb, to provide smooth operation.
- 7.14 Coordinate installation of sealant and backing materials at frame perimeter as specified.
- 7.15 Upon completion of installation, clean doors, frames and glass. Remove labels and visible markings.
- 7.16 Contractor shall use every precaution to prevent damage to roads, landscape, adjacent property, building and utilities above and below ground that are adjacent to or included in the area under contract. The Contractor shall repair and replace, at his expense, any material or building affected, damaged or destroyed because of his operations or work.
- 7.17 Safety Requirements: The CONTRACTOR has full responsibility for the safety of workers and for all damages to personal property caused by its operations. The CONTRACTOR is responsible for following all Federal, State, and Local Regulations and Guidelines with regards to worker and public safety. Unless otherwise indicated on the proposal, the necessary tools, equipment, procedures, etc. for following the appropriate regulations and guidelines will be considered subsidiary to other proposal items.

## **8.0 PHASED CONSTRUCTION**

- 8.1 The Work shall be conducted in phases. It is anticipated that the Contractor shall conduct operations in a manner that closes only one building opening at any time to the Fire Department's use, and that the area of the apparatus bay taken or partitioned off for the Contractor's operations shall be kept to a minimum required to accomplish the work in order to maximize the Owner's use of the bays for ongoing operations. Contractor shall assume this phasing requirement in consideration of his bid, and any deviations from this phasing requirement must be prior approved by the Town of Addison General Services Department.
- 8.2 Contractor shall coordinate fully with the Town of Addison General Services Department and Fire Department to keep disruption to ongoing operations to the absolute minimum required to accomplish the Work.

## **9.0 ACCESS TO SITE**

- 9.1 Use of Site: Limit use of Project site to work in areas indicated, and according to the phasing plan as approved by the Town of Addison General Services Department. Do not disturb portions of Project site beyond areas in which the Work is indicated and any areas as may be specifically approved by Owner for use in construction or staging use. Conduct construction operations in manner to minimize disruption to Owner's ongoing operations and use of occupied building

and site.

- 9.2 Maintain access and fire lanes during construction as required by authorities having jurisdiction.
- 9.3 Limits Contractor's use of areas of the building to those under construction according to the approved phasing plan. Should Contractor believe additional area is reasonably necessary for construction operations and staging, Contractor may request additional staging area for Owner's consideration and written approval. However, Owner is not obliged to allow additional space on site to Contractor's use. Any additional space requested by Contractor and allowed to be used by Owner shall be returned to conditions existing prior to Contractor's use, at no additional cost to Owner.
- 9.4 Driveways, Walkways and Entrances: Keep driveways, parking areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials, except as specifically allowed and approved.
- 9.5 Schedule deliveries to minimize use of driveways and entrances by construction operations.
- 9.6 Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- 9.7 Condition of Existing Building: Maintain portions of existing building affected by construction operations in a secure condition throughout construction period. Repair damage caused by construction operations.
- 9.8 Full Owner Occupancy: With the exception of active construction areas per the approved phasing plan, the Owner will occupy the site and building during the entire construction period. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
- 9.9 Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

## **10.0 WORK RESTRICTIONS**

- 10.1 Work Restrictions, General: Comply with restrictions on construction operations. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- 10.2 Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
- 10.3 Notify Owner not less than two days in advance of proposed utility interruptions.
- 10.4 Obtain Owner's written permission before proceeding with utility interruptions.
- 10.5 Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
- 10.6 Notify Owner not less than two days in advance of proposed disruptive operations.
- 10.7 Temporarily discontinue noisy operations to the extent possible when there is a

station alert or announcement over speakers, to allow first responders to hear announcements and respond to emergencies.

- 10.8 Dust Migration: Perform work in manner to minimize dust and dirt migration from construction areas into occupied spaces, and in particular into the living quarters. Provide adhesive walk off mats to control dust at times when construction personnel will be going back and forth to the electrical room, unless otherwise directed by the Addison General Services Department.
- 10.9 Nonsmoking Building: Smoking is not permitted on the premises including the entire site.
- 10.10 Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- 10.11 Comply with Owner's security requirements.

## **11.0 GENERAL COORDINATION PROCEDURES**

- 11.1 Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
- 11.2 Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
- 11.3 Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart- type, Contractor's construction schedule within 15 days of date established for the Notice to Proceed. Base schedule on the startup construction schedule and additional information.

## **12.0 PROJECT MEETINGS**

- 12.1.1 General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- 12.1.2 Preconstruction Conference: Architect or Owner may schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than **15** days after execution of the Agreement.
- 12.1.3 Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
- 12.1.4 Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than **15** days prior to the scheduled date of Substantial Completion.
- 12.1.5 Other meeting shall be scheduled as needed.



## **13.0 QUALITY ASSURANCE**

- 13.1 **Owner Responsibilities:** The Owner will hire and pay for tests and inspections, unless explicitly assigned to Contractor. Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged by Owner and a description of the types of testing and inspecting they are engaged to perform.
- 13.2 Costs for retesting and reinspection construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
- 13.3 **Contractor Responsibilities:** Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
- 13.4 Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- 13.5 **Manufacturer's Field Services:** Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- 13.6 **Retesting/Reinspection:** Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and
- 13.7 **Schedule of Tests and Inspections:** Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit schedule within 30 days of date established for the Notice to Proceed.
- 13.8 **Distribution:** Distribute schedule to Owner, Architect, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

## **14.0 PROPOSING**

- 14.1 Proposers are instructed to consider the following factors in preparation of your proposal:
  - a. Proposals shall remain firm for a period of 60 calendar days after the scheduled bid opening.
  - b. Proposers are instructed to include all necessary charges, related to this proposal.
  - c. All costs incurred in responding to the RFP shall be the responsibility of the entity submitting the proposal.

- d. The contract will be governed by the laws of the State of Texas. Venue shall be exclusively in Dallas County.

14.2 Proposers shall mark any information, which is a trade secret or confidential, as "CONFIDENTIAL" on each page. Pricing of goods and services is not considered as confidential information. Proposals shall be opened so as to avoid disclosure of contents to competing proposers. The contents will not be disclosed during the process of evaluation, revision, and negotiation. All proposals shall be open to the public after contract award, except for information marked "confidential."

## 15.0 AWARD OF CONTRACT

15.1 The Town of Addison reserves the right to reject any or all proposal, reject any particular item on a proposal and to waive immaterial formalities.

15.2 The General Services Department will evaluate all qualifying proposals. All requirements in this RFP must be satisfied to ensure that the proposal will qualify for consideration.

15.3 The Town of Addison requests that only qualified firms submit proposals. Proposals from unqualified firms or proposals that fail to address all requirements listed in this RFP may be rejected.

## 16.0 PROPOSAL FORMAT

To assure consistency, proposals must conform to the following format:

### **Introduction**

This section should contain your understanding of the Town's needs and objectives.

### **Descriptive Literature**

Describe, in detail, the system you propose to install in each building, if the two buildings are a connected or independent system and your recommendation and reasoning. Provide complete descriptive literature for the substantial items in the system. Include a detail list of the scope of work to be performed. Outline the timeframe you propose to complete the project. Note any equipment that you intend to reuse, if any, from the existing system.

### **References**

This section shall contain names of at least five organizations, most preferable local governmental entities for which you have provided a similar system. Please include organization name, address, telephone number and contact person.

Current and previous clients of any firm that submits a proposal may be approached with specific questions regarding vendor's performance and reliability. Responses to these questions will be considered in the evaluation process.

## **Fee Structure**

Provide a fee schedule for your services. Include in this fee schedule a cost for two independent systems.

## **Project Timeline**

Provide a project timeline that shall include a schedule of installation and completion for project if awarded.

## **Contract**

Enclose a copy of your standard contract. Indicate any clause(s) that are conditional or non-negotiable.

## **17.0 INSURANCE REQUIREMENTS**

17.1 See attached.

17.2 Contractor shall provide the following endorsements:

- a. The Town shall be named as an additional insured with respect to general liability, automobile liability and builders risk coverages. Named insured wording which includes the Contractor and the Town of Addison with respect to general liability, automobile liability.
- b. All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions and severability of interest clauses.
- c. A waiver of subrogation in favor of the Town of Addison shall be contained in the workers compensation and all liability policies with respect to the worker's compensation insurance and all other insurance policies
- d. The policy shall be endorsed to require the insured to immediately notify the Town of Addison of any material changes in the insurance coverage.
- e. All insurance policies shall be endorsed to the effect that the Town will receive at least thirty (30) days' notice prior to cancellation or non-renewal of the insurance.
- f. All insurance policies, which name the Town as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.

- g. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- h. Contractor may maintain reasonable and customary deductibles, subject to approval by the Town.
- i. Insurance must be purchased from insurers that are financially acceptable to the Town.

17.3 All insurance shall be purchased from an insurance company, which meets the following requirement:

- a. Must be issued by a carrier, which is rated "A- " or better by A.M. Best's Key Rating Guide.
- b. Licensed and admitted to do business in the State of Texas and is a subscriber to the Texas Guaranty Fund.

17.4 All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. The company is licensed and admitted to do business in the state of Texas.
- b. The Texas State Board of Insurance has approved the company's forms.
- c. Sets forth all endorsements as required above.
- d. The Town of Addison will receive at least thirty (30) days' notice prior to cancellation or termination of insurance.

## **18.0 NON-DISCRIMINATION POLICY**

18.1 It is the policy of the Town of Addison to afford all people an equal opportunity to bid or propose on any contract being let by the Town.

18.2 The Town of Addison has a policy that prohibits discrimination against any person because of race, color, sex, or national origin, in the award or performance of any contract.

18.3 The Town of Addison will require its employees, agents, and contractors to adhere to this policy.

## **19.0 PAYMENT FOR SERVICES**

19.1 All invoices shall be address to:  
Town of Addison, Accounts Payable

P.O. Box 9010  
Addison, Texas 75001-9010  
Attention: General Services- Fire Station Apparatus Bay Door Replacement:  
Addison Central Fire Station and Fire Station 2.

- 19.2 Payment from the Town of Addison for work performed in accordance with the Agreement shall be due thirty (30) days from receipt of the monthly invoice, as provided for by State law.
- 19.3 Rights of Withholding: The Town reserves the right to withhold any payment or partial payment otherwise due the Contractor for any unsatisfactory performance or damage by the Contractor. This amount shall be withheld until such work is corrected.
- 19.4 Acceptance of Payment: The acceptance of each monthly payment by the Contractor shall constitute a waiver of all claims, of any nature, by the Contractor against the Town.
- 19.5 Ten-percent (10%) retainage shall be withheld until 40 days after Final Completion and acceptance. All warranties and guarantees shall commence from the date of the final acceptance. No interest shall be due the Contractor on any partial or final payment, or on the retainage.
- 19.6 If the Contractor fail to complete the Work within the time specified in the contract, the Contractor shall pay liquidated damages to the Town of Addison in the amount of \$500 for each calendar day of delay until the Work is completed or accepted. The liquidated damaged will be applied for the overall project completion schedule.

## **20.0 BONDS**

- 20.1 Bids shall be accompanied by a bid bond in an amount not less than five percent (5%) of the total maximum bid price from a reliable surety company licensed by the State of Texas to act as a Surety and be listed on the current U.S. Treasury Listing of Approved Sureties, or a Binder of Insurance executed by a surety company licensed by the State of Texas to act as a surety or its authorized agent as a guarantee that the bidder will enter into a contract and execute a Payment Bond, Performance Bond and Maintenance Bond within ten (10) days after notice of award of contract to bidder.
- 20.2 A Performance Bond, Payment Bond and Maintenance Bond will be required by the Owner; each bond shall be in the amount of 100% of the total contract amount. Bonds shall be issued by a surety company licensed by the State of Texas to act as a Surety and be listed on the current U.S. Treasury Listing of Approved Sureties.

# REQUEST FOR PROPOSAL STATEMENT AND SUBMISSION CHECKLIST

PROPOSER: Nouveau Construction & Technology  
Company Name

ADDRESS: 2441 Lacy Lane Carrollton Texas 75006  
Number & Street City, State, Zip Code

**PROJECT:** Fire Station Apparatus Bay Door Replacement: Addison Central Fire Station and Fire Station 2.

All Proposers must provide the following information: (Those proposers failing to complete the Qualifications of Proposer Statement packet may be disqualified.)

*Pursuant to Contract Documents and information for prospective proposers for above mentioned proposed project, the undersigned is submitting the information as required with the understanding that the purpose is for your confidential use only to assist in determining the qualifications of this organization to perform the type and magnitude of work included; and further, guarantee the trust and accuracy of all statements hereinafter made, and will accept your determination of qualifications without prejudice. The surety herein name, and any other bonding company, bank, subcontractor, supplier, or any other persons, firms or corporations with whom I/we have done business, or who have extended any credit to me/us are hereby authorized to furnish you with any information you may request concerning me/us, including, but not limited to information concerning performance on previous work and my/our credit standing with any of them; and I/we hereby release any and all such parties from any legal responsibility whatsoever on account of having furnished such information to you.*

Signature Tim Loughry  
Contractor/Proposer

Date 2/11/2020

Print Name Tim Loughry  
Contractor/Proposer

Title Project Manager

**Items to be furnished (3 copies and 1 USB memory stick):**

- A. Request for Proposal Statement
- B. Qualification of Proposer Statement
- C. Certification of Compliance with terms and conditions of RFP (signed)
- D. Customer/Reference List (Enclosed in sealed envelope marked "Confidential")
- E. Proposed Scope of Work
- F. Bid Bond

**To be completed and furnished by appropriate Insurance Agent:**

- A. Insurance Requirement Affidavit

## CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL / EXCEPTIONS

I have read, understand, and agree to comply with the terms and conditions specified in this Request for Proposal.

Checking "YES" indicates acceptance of all terms and conditions, while checking "NO" denotes non-acceptance and vendor's exceptions should be detailed below. In order for any exceptions to be considered they MUST be documented.

YES  I agree.      NO  Exceptions noted below:

Signature Tim Loughry  
Contractor/Proposer

Date 2/11/2020

Print Name Tim Loughry  
Contractor/Proposer

Title Project Manager

### EXCEPTION SUMMARY FORM

RFP SECTION #	RFP PAGE #	EXCEPTION (Provide a Detailed Explanation)

## REFERENCE LIST

(Enclose in a sealed envelope marked "Reference List – Confidential")  
Minimum five (5)

<u>NAME OF ORGANIZATION</u>	<u>CONTACT NAME</u>	<u>PHONE #</u>	<u>TYPE of Door</u>
-----------------------------	---------------------	----------------	---------------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



**PROPOSED SCOPE OF WORK**  
(Attach proposal and fees)

**Location 1**

<b>Central Fire</b>		<b>\$112,765.00</b>
---------------------	--	---------------------

**Location 2**

<b>Fire Station 2</b>		<b>\$58,460.00</b>
-----------------------	--	--------------------

**RFP #20-71** Rebid Fire Station Apparatus Bay Door Replacement: Addison Central Fire Station and Fire Station 2.

**INSURANCE REQUIREMENT AFFIDAVIT**

**To be completed by appropriate insurance agent**

I, the undersigned agent, certify that the insurance requirements contained in this bid document have been reviewed by me with the below identified vendor. If the below identified vendor is awarded this contract by the Town of Addison, I will be able, within ten (10) days after being notified of such potential award, to furnish a valid insurance certificate to the Town meeting all of the requirements contained in this bid.

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Agent's Name Printed

\_\_\_\_\_  
Name of Insurance Carrier

\_\_\_\_\_  
Phone Number of Agent

\_\_\_\_\_  
Address of Agency

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Vendor's Name

SUBSCRIBED AND SWORN to before me by the above named \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

**Note to Proposer:**

*This form cannot be submitted with your proposal as it must be completed by your insurance agent. Fax this form to your insurance agent and have them fax it to the Town of Addison at 972-450-7065. This form must be received by Purchasing before or within 48 hours of the bid closing date.*

**Note to Agent:**

*If this time requirement is not met, The Town of Addison has the right to declare this vendor non-responsive and award the contract to the next lowest responsible bidder meeting the specifications. If you have any questions concerning these requirements, please contact the Purchasing Manager at 972-450-7091.*

**SAMPLE FORMS  
ATTACHED;**

(PAGE LEFT BLANK)