



REQUEST FOR PROPOSAL (RFP)

Replacement of existing exterior steel door and other components associated with the door that may need to be repaired or replaced, including but not limited to the framing. Project proposal shall include all materials, labor, installation, removal and clean up. Replacement door must integrate with existing Avigilon Electronic Card Access Door Control System. Proposal shall also include a plan and cost to replace or alter the exterior landing which is presently level with the bottom of the door, causing snow, ice and salt to damage the door, framing and floor and interfere with door operation.



“Police Department Exterior Alley Door Replacement Project”

Town of Rumford - Rumford Police Department

150 River St, Rumford, ME 04276

(207) 364-3449

admin@rumfordpd.com

REQUEST FOR PROPOSAL
Police Department Exterior Alley Door Replacement Project
150 River Street, Rumford, Maine

PROPOSAL SUBMISSION DEADLINE: January 17, 2022 at 1:00 P.M.

Submit proposal and bid in a sealed envelope marked "POLICE DEPT DOOR REPLACEMENT BID" to the Rumford Police Department, 150 River Street, Rumford, ME 04276. E-mailed or faxed proposals will not be accepted.

Questions can be submitted to Executive Assistant Tamera Richard via the contact information below prior to the submission deadline on January 17, 2022.

Questions may be submitted in written, electronic or verbal form to:

Tamera Richard
Executive Assistant
Town of Rumford - Police Department
150 River St, Rumford, ME 04276
admin@rumfordpd.com
207-364-3449, extension 1

INTRODUCTION

The Town of Rumford invites and welcomes proposals for their Police Department Exterior Door Replacement project. Based on your previous work experience or referral, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) - NO EXCEPTIONS.

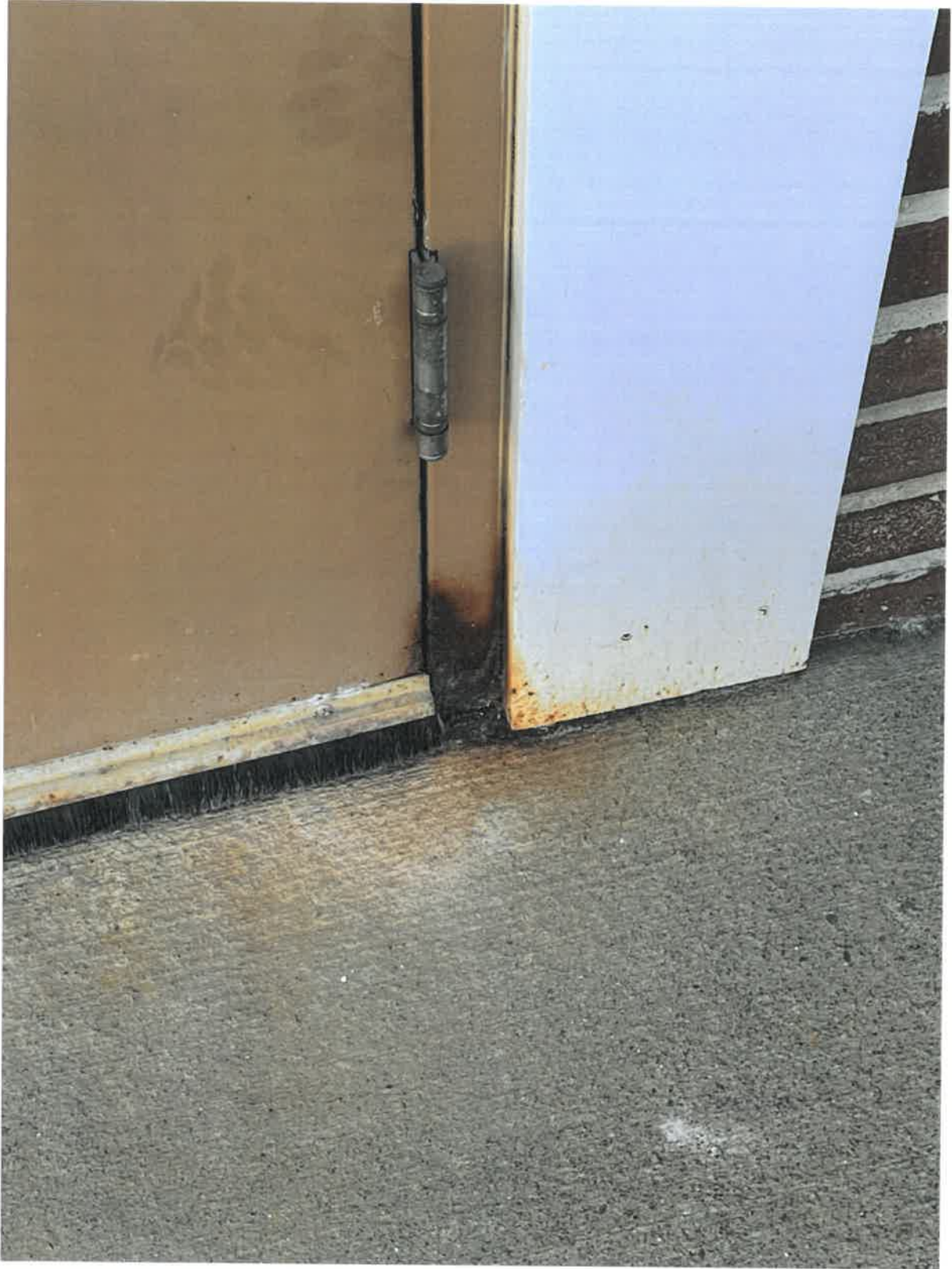
PROJECT AND LOCATION

The project associated with this RFP is located at the Rumford Police Department, co-located within the Rumford Municipal Building at 150 River Street, Rumford, Maine 04276.

PROJECT OBJECTIVE

The Town wishes to have an existing exterior steel door with controlled access via key and electronic Avigilon Card Reader Control System replaced with a new steel door which will integrate with the existing card reader system. The Town also wishes to have the existing door framing replaced or repaired, as well as altering or replacing the exterior landing which is presently level with the bottom of the existing door. The current design is causing damage to the door and frame with excessive snow, ice, water and salt. The existing door is badly rusted and will not consistently close properly or open properly. The framing is also deteriorating and needs repair or replacement to restore to a like-new condition, comparable to the surroundings.. See pictures of existing door / damaged framing.











PROJECT SCOPE AND SPECIFICATIONS

The existing steel door is approximately 36" x 83" x 1 ¼". Replacement must meet all current codes and be rated as a commercial, high-traffic exterior steel door capable of being opened without restriction from the inside (push bar), and must be opened by key (as a backup) or existing Avigilon Card Reader system (as primary means of access). Door must close and lock on its own without human intervention.

WARRANTY

The bidder shall include with their proposal a warranty that the completed project will be free of defect and operate properly as intended for a period of not less than 1 year.

SCHEDULED TIMELINE

Invitation To Bid/RFP Publicly Posted: **December 20, 2021**

Deadline To Submit Proposals/Bids: **January 17, 2022 at 1:00 PM**

Review of Proposals: **January 17, 2022 at 1:00 PM** at
Rumford Town Manager's Office,
145 Congress St, Rumford, ME 04276

Review and Decision of Proposals: **January 20, 2022 at 6:30 PM** at
Rumford Board of Selectmen's Public Meeting
145 Congress St, Rumford, ME 04276
(Note, due to COVID, meeting may be conducted via Zoom platform. Contact Project Coordinator for details.)

Completion of Project: **As soon as reasonably possible.**

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The Town of Rumford shall award the contract to the proposal that best accommodates the various project requirements. Town of Rumford reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the Town of Rumford - Rumford Police Department no later than 1:00 P.M. on January 17, 2022 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received in a sealed envelope marked "POLICE DEPT DOOR REPLACEMENT BID" to the Rumford Police Department, 150 River Street, Rumford, ME 04276 by the stated deadline will be considered. No emailed or faxed proposals will be accepted. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

The Town of Rumford reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)

4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Bidder's Federal Employee Identification Number (FEIN)
7. Evidence of legal authority to conduct business in Maine (e.g. business license number).

Proposed Outcome

Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

1. A detailed list of any and all expected costs or expenses related to the proposed project.
2. Summary and explanation of any other contributing expenses to the total cost.
3. Brief summary of the total cost of the proposal.