



Town of Windsor
REQUEST FOR QUOTE
Windsor Town Hall Archival Storage Room Shelving
275 Broad St, Windsor CT 06095

February 19, 2019

1. Project Title

The Town of Windsor is seeking quotes from qualified contractors to install a new shelving system suitable for long-term document storage in the Town Hall archival storage room.

2. Project Description and Scope:

Install heavy duty four post steel shelving system that shall be anchored to the floor. The shelving system shall make the most use of the space, be adjustable and suitable for storage boxes and rolled maps. Contractor shall provide innovative design and installation services. Contractor shall also handle and transport all materials in the storage room to town owned facility for temporary storage prior to the start of project. Contractor shall remove all existing equipment and dispose of the identified equipment. Contractor will begin installation approximately 7 to 14 days after materials and equipment have been removed. (Repairs to the storage room will be conducted by an unconnected contractor during the 7 to 14 day period.) Contractor is also responsible for handling and transporting the materials from the temporary storage facility back to Town Hall and reloading materials onto new shelving. All work is to be done during normal work hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

A mandatory walk-through to discuss the requirements and scope of the project will be conducted on Monday, March 4, 2019 at 9:30 a.m. at Windsor Town Hall, 275 Broad Street. Sign-in will be in the Town Clerk's office. All contractors must participate in a site walk-through prior to submitting quote. Questions regarding the scope of the project may be directed to Anna Posniak, Town Clerk, at 860-285-1902 or posniak@townofwindsorct.com.

3. Submission Deadline

Quotes will be received in the Town of Windsor Town Clerk's office until Friday, March 15th at 2:00pm. Quotes will be submitted in electronic format and addressed to: Anna Posniak, Windsor Town Clerk, posniak@townofwindsorct.com

3. Costs

The quote should include all costs associated with the project (i.e. equipment, freight, delivery and assembly of shelving, the handling and transportation of all material, removal of existing equipment, disposal of existing equipment and reloading all material onto new shelving. A separate quote for the demolition of a wooden shelving system shall be submitted.)

4. Insurance Requirements

Respondents shall furnish a certificate of insurance to include coverage for general liability, automobile liability and workers compensation insurance.

5. Evaluation and Award

Award will be made based on lowest price from the most qualified firm, as determined by the Town.