



"We Lay Hose"

October 19, 2017

Dear Sir/Madam:

You are invited to submit a proposal for the "Baker Fireman Fountain Restoration" located at Owego, New York.

All bids must be submitted in either a sealed envelope marked "Baker Fireman's Fountain Restoration" or via email to the following:

Patrick M. Gavin
Owego Hose Teams, Inc.
461 East Main Street
Owego, NY 13827
owegohoseteams@gmail.com

Proposals must be received at the above address NO LATER THAN 5:00 PM, November 2, 2017. Late proposals may be considered with justified reason. Proposals will be evaluated in accordance with the Request for Proposal.

Any questions concerning this matter may be directed to the undersigned at telephone number (202) 494-9108, or email owegohoseteams@gmail.com.

Sincerely,

Patrick M. Gavin

Patrick M. Gavin
President/Captain

Enclosure



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OWEGO HOSE TEAMS, INC.

**REQUEST FOR PROPOSAL (RFP)
BAKER FIREMAN'S FOUNTAIN RESTORATION**

OWEGO HOSE TEAMS, INC.

461 EAST MAIN STREET

OWEGO, NY 13827

PATRICK M. GAVIN

202-494-9108

owegohoseteams@gmail.com



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**PART I
ADMINISTRATIVE PROPOSAL INFORMATION**

**REQUEST FOR PROPOSAL
OWEGO HOSE TEAMS, INC.
BAKER FIREMAN'S FOUNTAIN RESTORATION**

PURPOSE

The purpose of this proposal is to request necessary labor and material to execute a complete historical restoration of the Baker Fireman's Fountain located at Owego, New York. Owego Hose Teams, Inc. desires to hire the services of a qualified conservation firm, trained and experienced in the conservation of historic cast iron sculptures, fountains, and zinc statues to extend the life of this historical asset well into the future following historically responsible treatment methods. It is expected that contract award will be made when funds are raised by the not for profit to complete the work. The contractor shall have not more than one year to complete work. Extension provisions will be outlined in the contract agreement.

ISSUING OFFICE

Owego Hose Teams, Inc., 461 East Main Street, Owego, NY 13827. The officers of Owego Hose Teams, Inc. are the sole points of contact for this RFP.

SCOPE

This RFP contains instructions governing the proposals to be submitted and the materials to be included therein and general evaluation criteria.

TYPE OF CONTRACT

It is proposed that if a contract is entered into as a result of this RFP, it will be a standard contract, which the successful bidder will be required to sign.

Negotiations may be undertaken with vendors whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work. Where possible, work on the fountain both contract and in-kind should be made with local vendors. Use of in-kind vendors is strongly encouraged to reduce cost. Areas where in-kind work could be performed should be identified in the proposal. Donated service providers are otherwise subject to the requirements of the contractor engaged, such as having workers compensation insurance in place. The resultant contract constitutes the entire agreement between the vendor and Owego Hose Teams, Inc. No alteration, amendment, or modification to the provisions of the contract shall be effective unless it is in writing, signed by all parties, and attached to the contract. The contract may not be assigned, sublet, or transferred without written consent of Owego Hose Teams, Inc.

REJECTION OF PROPOSALS

Owego Hose Teams, Inc. reserves the right to accept or reject any and all proposals or any or all parts of proposals received as a result of this request, or to negotiate separately with any and all competing vendors.



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INCURRING COST

Owego Hose Teams, Inc. is not liable for any cost incurred by the vendor prior to the issuance of a contract.

AMENDMENT TO THE RFP

If it becomes necessary to revise any part of this RFP, an amendment will be posted on Owego Hose Teams, Inc. website at www.OwegoHoseTeams.com.

RESPONSE DATE

To be considered, the proposal(s) must arrive at the issuing office not later than the date and time provided in the cover letter unless otherwise justified.

PROPOSALS

To be considered, contractors must submit a complete response to this RFP, using the format provided in Part IV. No other distribution of proposals will be made by the contractor. Proposals must be signed by an official authorized to bind the contractor to its provisions. For this RFP, the proposal must remain valid until Owego Hose Teams, Inc. has raised funding to meet the proposal. Moreover, the contents of the proposal of the successful bidder will become contractual obligations if a contract is entered into.

DISCLOSURE OF PROPOSAL CONTENTS

Cost and price information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All other material submitted becomes the property of Owego Hose Teams, Inc. and may be returned only at Owego Hose Teams Inc.'s option. Proposals submitted to Owego Hose Teams, Inc. may be reviewed and evaluated by any person other than competing bidders at the discretion of Owego Hose Teams, Inc. Owego Hose Teams, Inc. has the right to use any or all ideas presented in any reply to the RFP. Further, Owego Hose Teams, Inc. has the legal right to use any and all ideas presented in reply to the RFP. Assignment of and utilizing any such ideas such as any intellectual property rights remains with Owego Hose Teams, Inc. Selection or rejection of the proposal does not affect this right.

PRIME CONTRACTOR RESPONSIBILITIES

The selected contractor will be required to assume responsibility for all services offered in their proposal whether or not they produce them. Further, Owego Hose Teams, Inc. will consider the selected contractor to be the sole point of contact with regard to contractual matters.

POINT OF CONTACT

This RFP is issued by Owego Hose Teams, Inc. of Owego, New York. The sole contact point for this procurement action **after contract award** will be John Loftus, Project Director, Owego Hose Teams, Inc., 161 Talcott Street, Owego, New York 13827, (607) 759-9420, jloftus1@stny.rr.com.

CONTRACT AWARD



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Contract award will be made pending availability of funds.

BID PROTEST

Owego Hose Teams, Inc. shall not entertain any bid protests and all decisions are final.

PART II GENERAL INFORMATION

DESCRIPTION OF ORGANIZATION

Location

Voted the *Coolest Small Town in America* in 2009, Owego, New York is a charming, authentic historic village along the Susquehanna River with a vibrant, walkable downtown full of unique gift and antique shops, local artisans and fabulous restaurants 20 miles west of Binghamton, New York. Owego has the largest historic district in the state, with a beautiful Susquehanna riverwalk in the Southern Tier/Finger Lakes Region.

Owego Hose Teams, Inc.

Incorporated as a not for profit in 2015 Owego Hose Teams, Inc. has been competing in firematics since 1951. 2016 year marked their 65th anniversary season. Hose races are timed events where firefighters test their skills. Teams of five members must connect nozzles to hoses, hoses to hoses, and hoses to the fire hydrant, and knock down targets in the quickest time in the ladder, wye, and straight lay competitions. Hose races improve basic firefighting skills.

501(c)3 Not for Profit, Tax ID: 47-5651220, NY ST-119 Certificate Number: EX 264324

Recognized as a not for profit charitable organization, Owego Hose Teams, Inc. is exempt from payment of federal, New York State and local sales and use taxes. Donors can deduct contributions made to the teams under IRC Section 170 and the teams are qualified to receive tax deductible bequests, devises, transfers or gifts under Sections 2055, 2106, or 2522.

The charitable purpose for which the teams were formed is for firematic hose races in Tioga County, New York. The teams practice, train, drill and compete in firematic hose races to improve firefighting skills for the benefit of its members and the community it serves with fire protection services in Owego, New York. Other charitable contributions are also made to the community.

Baker Fireman's Fountain Refurbishment, Courthouse Square, Owego, New York

Owego Hose Teams, Inc. has partnered with several local businesses and agencies to refurbish the Baker Fireman's Fountain in the heart of Owego. The fountain was given to the Village of Owego and its firefighters in 1914 by Frank M. Baker as a memorial to his son, George Hobart Baker, who was killed in an automobile accident in 1913. Both men had been members and chief engineers of the Owego Fire Department. The fountain was last restored in 2000 and has again fallen into disrepair. The fountain is owned by the Village of Owego and is located on municipal property.

Several fundraisers are taking place to include Chicken BBQs, member appeals, Monte Carlo Nights and large memorial golf tournament.



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PART III

SCOPE OF WORK

A. PROJECT SCOPE

Owego Hose Teams, Inc. desires to hire the services of a qualified conservation firm (the Contractor), trained and experienced in the conservation of historic cast iron sculptures, fountains, and zinc statues to extend the life of the Baker Fireman's Fountain well into the future following historically responsible treatment methods. The contractor shall furnish all labor, materials, supplies, services etc., necessary to complete all aspects of the contract in accordance with established guidelines for the treatment of historical objects. All work will be consistent with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works (AIC) and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to the best extent possible.

Subcontractors engaged in work on or off-site will work under the direct responsibility of the Contractor unless otherwise agreed upon with Owego Hose Teams, Inc.

It is anticipated work to be performed under this contract and involves removal, restoration and re-assembly of the cast iron components and demolition and reconstruction of the existing basin and associated plumbing. All approaches to a complete restoration will be entertained and agreed upon methods with Owego Hose Teams, Inc. outlined in the contract.

B. STIPULATIONS

The contractor shall maintain vehicle access along roadways leading to and surrounding the fountain during the project. Erect barricade and signage as necessary to maintain safe vehicular access. Erect construction fencing around the project site and secure fountain area during periods of onsite inactivity.

C. OTHER CONSIDERATIONS

The contractor shall submit for review and approval a plan (Treatment Proposal) for restoration of the fountain including a detailed description of the methods and materials, timeframe, personnel, safety precautions including the following items:

1. A schedule showing all the major work items and anticipated dates.
2. A plan for written and photographic documentation of the fountain prior to conservation.
3. Paint removal procedures for onsite and offsite situations.



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4. Documentation detailing means and methods for the disassembly, transport, reassembly and coating of all components. This shall include product literature on all coating materials.
5. Shop drawings for the reconstruction of the basin showing dimensions, reinforcing, skimmer piping layout and proposed finishing methods.
6. Details on plan to reattach cast iron components to basin wall.
7. Manufacturer's product literature and samples detailing interior basin coating system.
8. Identify the principals who will work on this project and any staff who would assist in carrying out the work. Submit a resume and demonstrate their suitability for this project. Provide 3 references.
9. Provide a plan for written and photographic post work documentation as described below.
10. Propose a maintenance plan with specific action items and estimated cost.

D. POST WORK DOCUMENTATION

The Contractor shall produce an illustrated report containing before during and after condition illustrations and photographs of all areas, documentation of all treatments, and a Maintenance Plan for caring for the structure in the short and long term.

PART IV INFORMATION REQUIRED FROM THE CONTRACTOR

UNDERSTANDING OF THE PROJECT

Prepare a very detailed narrative description that provides additional detail to the Treatment Proposal and demonstrates a thorough understanding of the individual details of this project. Highlight any issues with the steps outlined in the Treatment Proposal and any additional steps that you would propose. While this is not expected to contain the same level of detail described in the "Other Considerations" section, it should demonstrate the vendor's understanding of the agency needs that generated this RFP, of the agency's objectives in asking for the services, and the nature and scope of the work involved. It should also demonstrate your firm's capability of doing this work in accordance with this RFP and requirements. Include a preliminary schedule showing how you expect to approach the work and identify the principles who will work on the project.

PRIOR PERSONNEL EXPERIENCE AND CONTRACTOR QUALIFICATIONS

Submit evidence of comparable past work including a minimum of three comparable projects undertaken within the past five years. The narrative should include projects similar in nature, complexity, historic resource value, and scope to that required by this RFP. Identify the principals who will work on this project and any staff and subcontractors who would assist in carrying out the work. Submit a resume for each and



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demonstrate their suitability for this project. Submit evidence of similar work having been accomplished by any subcontractors as well.

The Contractor shall be a registered professional conservator with the American Institute for Conservation (AIC) unless otherwise agreed upon by Owego Hose Teams, Inc. Provide copies of the registration.

REFERENCES

A minimum of three (3) project references, identifying project names with contact information, for projects similar in scope to this project that have been completed by your company.

COST

Provide cost evidence using form in Part VI of this RFP. This area will be weighed very heavily; however, it will not necessarily be the deciding factor in the selection process.

INSURANCE

EXHIBIT C – INSURANCE

(Note: All sub-contractors are also responsible for the requirements outlined below.)

I. The Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability:

Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location.

Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Workers' Compensation:

Statutory Limits

C. Employer's Liability:

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

D. Commercial Automobile Liability:

Combined Single Limit - \$1,000,000 per accident. Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

E. Property Insurance:

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on the Property by the Contractor.

II. Policies described in Sections I.A. and I.D. above shall include any other entity working on the project as additional insured, including their officers, directors, employees, shareholders, partners, joint venturers, affiliates, successors, and assigns. Please note that the spelling of these parties must be exactly correct or the Services provided for the restoration will not be allowed to commence.

III. Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insureds.

IV. All policies will be written by companies licensed to do business in the State of New York and which have a rating by Best's Key Rating Guide not less than "A-/XII".



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V. Contractor shall furnish to the Owner or Agent Certificates of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Contractor commences Services or Services will not be allowed to commence. Contractor shall promptly deliver copies of any insurance policies required to be maintained by Contractor under this Agreement.

VI. Certificates of Insurance required under this Agreement shall contain the following words verbatim:
"It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice ten (10) days for non-payment of premium) sent by certified mail to Owego Hose Teams, Inc."

PART V CRITERIA FOR SELECTION

The following areas of consideration will be used in making the selection of the successful contractor.

1. Understanding of the Project
2. Prior Experience Personnel and Contractor Qualifications
3. References
4. Cost – This area will be weighted; however, it will not necessarily be the deciding factor in the selection process.

PART VI COST PROPOSAL

Cost proposal to furnish all qualified personnel, labor, and materials necessary to perform the total scope of work as required by the scope of work, for the sum of:

In addition, please cite areas for potential in-kind contributions from vendors.

BAKER FIREMAN's FOUNTAIN RESTORATION

TOTAL PROPOSAL COST: \$ _____