

Columbia Board of Education  
3 Schoolhouse Road, P.O. Box 166  
Columbia, CT 06237

**Bid Number 001-2007**

Contract Proposal  
for  
**Aluminum Window Replacement**

**Bid due by: June 12, 2007**

**Time: 11:00 a.m.**

It is the intent of the Columbia Board of Education to have existing aluminum double hung windows removed and replaced with aluminum casement windows. Windows are to be removed and new to be fully installed and completely operational and free of defects or corrections upon completion of project.

**SPECIAL INSTRUCTIONS**

1. All bids must be received at the Superintendent of School's Office (Town Hall Annex Building, behind the Town Hall, 323 Jonathan Trumbull Highway, Route 87, Columbia, CT 06237) by 11:00 a.m. on June 12, 2007. No bids will be accepted after 11:00 a.m. on June 12, 2007.
2. The Columbia Board of Education reserves the right to reject any and all bids, to waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia, or as funding allows.
3. Contractors can visit the school to become familiar with all aspects and conditions of the job covered by this contract. Site inspections can be arranged between 9:00 a.m. and 2:00 p.m. from May 29, 2007 through June 7, 2007. Appointments can be made by contacting Michael Sylvester, Facilities Manager, at (860)228-9493, extension 32.
4. All questions or inquiries must be submitted at least three (3) days before bid opening.
5. Base bid part of this Project is to be completed no later than August 21, 2007 or on an approved schedule by the Columbia Board of Education. Alternate portion of bid has a completion date of August 20, 2008.
6. All windows bid upon are to have a specification and diagram sheet included. It may be necessary to have a representative and/or a sample window brought to a Board of Education/Board of Selectman meeting for approval.
7. All window openings are to be field measured prior to the ordering of windows.

# ALUMINUM WINDOW REPLACEMENT SPECIFICATIONS

## PART 1 – GENERAL

### 1.01 Description of Work

- A. This section includes:
1. Field measurements of actual window sizes.
  2. Removal of existing windows and/or fixtures not required for new installation.
  3. Installation of new windows in existing openings to be completely fastened and sealed upon completion.
  4. To check operation of windows to function smoothly with no malfunctions upon completion.

### 1.02 Submittals

- A. Manufacturer's specification and a detailed drawing to be submitted for approval prior to installation.
- B. A representative with a sample window may be required to attend a Board of Education/ Board of Selectmen meeting for approval.

## PART 2 – MATERIALS

### Manufacturer

1. ***Stergis Windows and Doors*** – Stergis Aluminum Products  
1167 Main Street  
Walpole, Ma 02081  
508-668-9998  
*(To match existing  
2006 windows.)*

### 2.01 Window Frames

Aluminum extrusions with a tempered strength of no less than 22,000 psi. Ultimate tensile strength. Main frame and sash not to have a thickness less than 1/8 inch. Aluminum frames to be constructed with a thermal break.

### 2.02 Glazing

To be factory glass and glazing. To consist of 1 inch insulated with 1/4 inch glass.

### 2.03 Fasteners

Provide a non-corrosive and compatible material with aluminum frames, sash, hardware, and attached building materials, i.e. steel or concrete.

### 2.04 Screens

18 x 16 or 18 x 14 mesh of 0.013 inch diameter coated aluminum wire type VII full window.

### 2.05 Hardware

- A. Casement – a cam handle lock with US25D brushed finish.
- B. Single arm roto operator, finish to match frame and sash.
- C. Heavy duty butt hinges on sash and frame.

## **PART 3 – SCOPE OF WORK**

### **3.01 Completion of Work**

- A. Base bid of this project is to be completed no later than August 21, 2007 or on an approved schedule by the Columbia Board of Education. Alternate bid of this project is to be completed no later than August 20, 2008 or on an approved schedule by the Columbia Board of Education.
- B. Work is to be scheduled through Columbia School Facilities Manager, Michael Sylvester at (860) 228-9493 ext. 32.
- C. Contractor to be responsible for proper permits, with Town of Columbia permit fees will be waived.
- D. Contractor is to be responsible for all field measurements, ordering, and receiving of windows at job site. A short term storage area will be provided at the job site.
- E. Contractor is responsible for removal and disposal of existing windows and cleanup of work areas upon completion.
- F. Work hours at job site from 7:00 a.m. through 4:00 p.m. Monday through Friday, excluding any holidays.
- G. Windows and workmanship to come with at least a one (1) year warranty to be replaced or repaired with no additional cost to the Columbia Board of Education.
- H. Subcontracts and/or subcontractors to the awarded contractor shall be the sole responsibility of said contractor. The Columbia Board of Education reserves the right to suspend, stop, or terminate work if it is deemed unsafe, not to specifications, or contractors/subcontractors acting in an unprofessional manner.
- I. Installers are to be factory authorized installers.
- J. Change orders if applicable can only be priced at a maximum of 10% markup on materials, services and labor related to the change order. Documentation of pricing will be required.

## **STANDARD INSURANCE AND INDEMNIFICATION REQUIREMENTS**

- 1.) General Conditions:** Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor/insured will provide, pay for, and maintain in full force and effect the insurance outlined here for coverages at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor/insured's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts of them may be liable.

- A. Certificates of insurance: The contractor/insured will give the Town of Columbia a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverages required here are in effect and specifying that the liability coverages are written on an occurrence form and that the coverages will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without sixty (60) days advance written notice to the Town of Columbia's, Town Administrator. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the town to identify a deficiency from evidence provided will not be construed as a waiver of the contractor/insured's obligation to maintain such insurance.

- B. *Insurer Qualifications:* All insurance will be provided through companies authorized to do business in the State of Connecticut and considered acceptable by the Town.
- C. *Additional Insured:* To the extent commercially available at no additional cost, the policy or policies providing insurance as required, with the exception of professional liability and worker's compensation, will defend and include the owner and owner's architects, directors, officers, representatives, agents and employees as additional insureds on a primary basis for work performed under or incidental to this contract.
- D. *Retroactive Date and Extended Reporting Period:* If any insurance required here is to be issued or renewed on a claim(s)-made form as opposed to the occurrence form, the retroactive all date for coverage will be no later than the commencement date of the project and will state that in the event of a cancellation or nonrenewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.
- E. *Subcontractors' Insurance:* The contractor/insured will cause each subcontractor employed by the contractor/insured to purchase and maintain insurance of the types specified below. When requested by the Town, the contractor/insured will furnish copies of certificates of insurance evidencing coverage for each subcontractor.
- F. *Waiver of Subrogation:* The contractor/insured will require all insurance policies in any way related to the work and secured and maintained by the contractor/insured to include clauses stating each underwriter will waive all rights of recovery, under subrogation and otherwise, against the Town, architect, and tiers of contractors or consultants engaged by them. The contractor/insured will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- G. *Hold Harmless:* The contractor/insured shall indemnify and hold harmless the Town of Columbia and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the town, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the contractor/insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a third party indemnified hereunder.

**2.) Insured Limits and Coverage:**

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms and conditions and coverages of the national Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor/insured has self-insured retentions or deductibles under any of the following minimum required coverages, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial

responsibility for such obligations. All self-insured retentions or deductibles will be the contractor/insured's sole responsibility.

- C. Commercial General Liability: The contractor/insured will maintain commercial general liability insurance covering all operations by or on behalf of the contractor/insured on an occurrence basis against all claims for personal injury (including bodily injury or death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits:           \$ 1,000,000 each occurrence  
                                  \$ 1,000,000 each occurrence if blasting is required  
                                  \$ 2,000,000 general aggregate with dedicated limits per  
                                  project site  
                                  \$ 2,000,000 products and completed operations aggregate  
                                  \$ 1,000,000 personal and advertising injury

- D. Automobile Liability: The contractor/insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

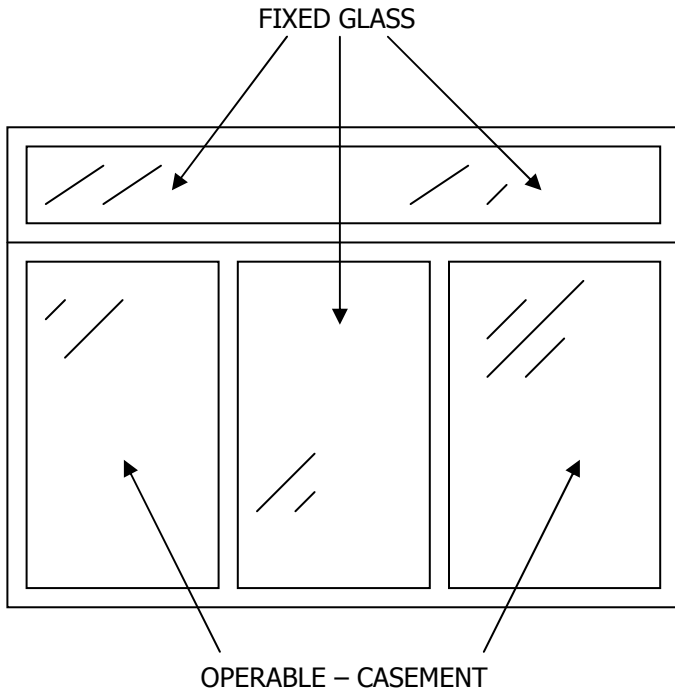
- E. Workers' Compensation: The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits:

- Workers' Compensation:   statutory limit
- Employer's Liability:       \$ 1,000,000 bodily injury for each accident  
                                      \$ 1,000,000 bodily injury by disease each  
                                      employee  
                                      \$ 1,000,000 bodily injury disease aggregate

**FIGURE 1**

**WINDOW CONFIGURATION**



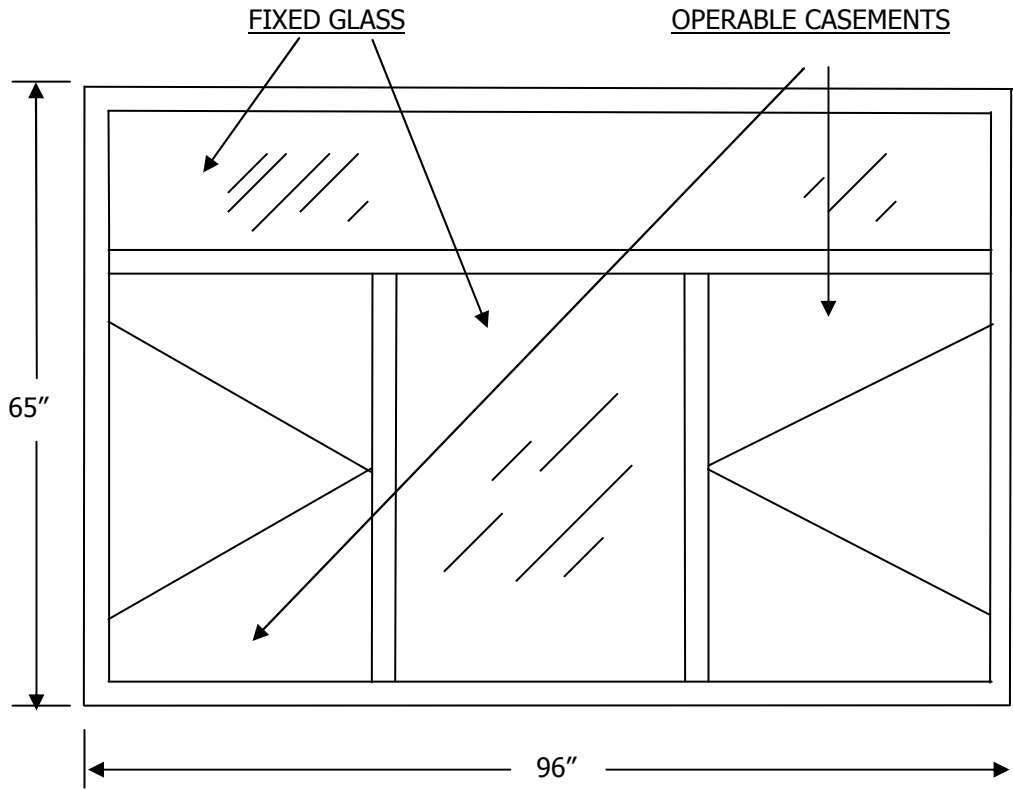
**TYPICAL OF ALL 11 WINDOW UNITS**  
**98" WIDE x 75" TALL**  
**(Measurements are approximate)**

This is one unit (3 units shown in picture)



**FIGURE 2**

**TYPICAL OF ALL 14 UNITS**  
**98" WIDE x 65" HIGH**  
**(Measurements are approximate)**



Town of Columbia  
Columbia Board of Education  
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# **BID SHEET FOR ALUMINUM WINDOW REPLACEMENT**

## **Horace W. Porter School**

I, we, the undersigned, hereby agree to perform all work at the price, named herein in accordance with the specifications and conditions contained in the Invitation to Bid, General Conditions, and Specifications, all of which are made a part of this Proposal Bid.

The Columbia Board of Education reserves the right to reject any and all bids. To waive technical defects and make such award including accepting a bid, although not the low bid, as it deems in its sole discretion to be in the best interest of the Town of Columbia or as funding allows.

### **Base Bid:**

- The installation of **11** window units as shown in **Figure 1**. Base bid includes fixed and casement windows to have one (1) inch insulated glass, low E, argon gas filled 1/4 inch glass, 1/2 inch argon, 1/4 inch glass.

**Base Bid**

### **Alternate Bid:**

- The installation of an additional **14** window units as shown on the plan drawing **Figure 2** To be completed during the months of July or August **2008**. This alternate bid could be awarded with the base bid which will extend the contract time until August of 2008. **NOTE:** this bid will be pending funding of this project during the fiscal year of 2008/2009.

**Alternate Bid**

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_  
Please (print)

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_