

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

Bid Number 002-2007

Contract Proposal For CLEANING OF EXTERIOR WINDOWS

Bid due by: July 24, 2007 Time: 11:00 a.m.

It is the intent of the Columbia Board of Education to have all exterior windows cleaned. This consists of the entire perimeter windows of the School. The project is to be completed before the start of School on August 29th 2007.

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 July 24, 2006. No bids will be accepted after 11:00 a.m. on July 24, 2006.
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 July 12, 2007 through July 23, 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. Project is to be completed no later than August 29, 2007 or on an approved schedule by the Columbia Board of Education.
6. All window screens are to be removed and replaced upon completion of the project.

PART 1 – GENERAL

1.01 Description of Work

A. This section includes:

1. Plants and vegetation are to be protected as needed from cleaning products and or equipment used in the cleaning process.
2. Removal of window screens when needed.

3. Windows are to be cleaned and left streak free when completed.
4. Window screens are to be reinstalled after cleaning.

1.02 Submittals

- A. A list of references is to be submitted with the bid.
- B. An MSDS sheet will be required for the cleaning products.

PART 2 – MATERIALS

- A. only approved cleaning products can be used

PART 3 – SCOPE OF WORK

3.01 Completion of Work

- A. This project is to be completed no later than August 29, 2007 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 waived.
- D. contractor is responsible for all clean up of work areas upon completion.
- E. Work hours at job site from 7:00 a.m. through 4:00 p.m. Monday through Friday, excluding any holidays.
- F. 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.
- G. Change orders if applicable can only be priced at a maximum of 15% markup on materials, services and labor related to the change order.

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 retention's 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



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

Columbia, CT 06237

**BID SHEET
FOR
EXTERIOR WINDOW CLEANING
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.

Bid: includes the cleaning of all exterior windows

Bid

Bidder:			
Address:			
Signed by:			
Name:			
	Please (print)		
Date:		Telephone:	
FAX:			
		FAX:	