

**Invitation to Bid**

on

***Roof Entrance Repairs***

at

***Southeastern Mental Health Authority  
401 West Thames Street, Building 300  
Norwich, Connecticut 06360***

Owner:

***State of Connecticut, Department of Public Works***  
c/o Konover Commercial Corporation, its agent  
342 North Main Street, Suite 200  
West Hartford, CT 06117  
Tel: (860) 570-2000  
Fax: (860) 586-7498  
Attn: Elizabeth G. Judd, President

Property Manager:  
Mark Morazes  
Tel: (203) 624-4499  
Fax: (203) 624-2636

Konover Commercial Corporation as agent for State of Connecticut, Department of Public Works hereby invites qualified contractors to bid on a general contract for ***Roof Entrance Repairs*** at Southeastern Mental Health Authority, 401 West Thames Street, Building 300 in Norwich, Connecticut. Konover Commercial Corporation will receive sealed bid proposals on or before **Monday, December 1, 2008 at 12:00 noon at the Management Office of Konover Commercial Corporation, which is located at 401 West Thames Street, Building 100 in Norwich, CT 06360.** Deliver sealed proposals to the Site Property Manager, Carl Czaikowski, by the stated time at the noted location. Any Proposals received after that time or at the wrong location will not be accepted.

## INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities of a Roofing Contractor in completing roof repairs at the Southeastern Mental Health Authority Building on the Uncas on Thames Campus ("Property") located at 401 West Thames Street, Norwich, Connecticut. A mandatory Bid meeting will be held on Thursday November 20, 2008, at 10:00 a.m. All interested bidders will meet at the Management Office which is located on the first floor of Building 100 at 401 West Thames Street in Norwich.

**LATE ARRIVALS (15 MINUTES OR MORE) WILL NOT BE GIVEN CREDIT FOR ATTENDANCE OR ALLOWED TO SIGN IN. Only Contractors attending the mandatory walkthrough will be considered for the award.**

## SCOPE OF WORK

The project consists of repairs to various sections of the roof over entrances at the Southeastern Mental Health Authority building located at 401 West Thames Street, Norwich, Connecticut.

Such repairs to and areas of the roof have been identified in the Scope of Project, Document #MHA00919 – Southeastern Mental Health Authority: Roof Entrance Repairs. A copy of this document has been included as Attachment A of this Bid Package. Additional specifications and drawings will be provided at the pre-bid walk through.

## QUALIFICATIONS OF BIDDERS

The successful bidder will be required to execute a contract with the Owner in strict accordance with the Scope of Work as stated herein.

It is imperative that the bidder has satisfactory experience in repairing similar roofing systems for at least five (5) years. Bids will be considered only from contractors with sufficient roofing repair experience and who, in the sole judgment of the Owner, are financially responsible and able to show evidence of their reliability, ability, experience, equipment, facilities, and persons directly employed or supervised by them to render prompt, satisfactory and professional service.

## INSURANCE

Before commencing any work, all contractors and subcontractors shall be required to provide Konover Commercial Corporation with Certificates of Insurance, naming Owner and Konover Commercial Corporation as additional insureds, according to the following coverage amounts:

Comprehensive General Liability	\$3,000,000 per occurrence
Worker's Compensation	As required by State statute

### **MECHANICS AND SUBCONTRACTORS LIEN WAIVERS**

Lien waivers shall be provided by the successful bidder, all trades, suppliers and subcontractors upon submittal of all applications for payment. Such waivers must be received by Konover Commercial Corporation prior to processing payment applications.

### **EXAMINATION OF EQUIPMENT, SYSTEM AND SITE OF WORK**

Before submitting a bid, each bidder shall carefully examine Attachment A, Scope of Project # MHA00919, all additional specifications and drawings provided at the pre-bid walk through and visit the site as needed. Each Bidder shall fully inform himself prior to the bidding as to all existing conditions and limitations under which the Work is to be performed, and he shall include in his bid a sum to cover all items necessary to perform the Work. Each bidder shall be responsible for verifying the accuracy of Attachment A. Upon award, Attachment A shall become part of the contract. No allowance will be made to any bidder because of lack of such examination or knowledge. The submission of a bid will be construed as conclusive evidence that the bidder has made such examination.

### **CONTRACT CONDITIONS**

It is the intention of the Owner to execute a standard service contract form of the Owner's Agent.

When awarded the contract, the standard service contract will be presented to Contractor for review, negotiation, and execution.

### **INTERPRETATION OF SCOPE OF WORK PRIOR TO BIDDING**

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the proposed Scope of Project or the proposed Contract, or finds discrepancies in or omissions from any part of the Scope of Project or proposed Contract, he may submit a written request for interpretation thereof no later than 2:00 pm on Tuesday, November 25, 2008. All questions must be directed to Mark Morazes for response. Owner will not be responsible for oral clarifications.

1. The person submitting the request shall be responsible for its prompt delivery.
2. Interpretation or correction of proposed Scope of Project will be made only by Addendum and will be distributed to each bidder of record.
3. The Owner will not be responsible for any other explanations or interpretations of the proposed Scope of Project.

### **SUBSTITUTIONS**

Each bidder represents that his bid is based upon the materials, equipment and labor needed to successfully accomplish the Scope of Project.

Proposed substitutions for specified items shall be indicated on the bid form and accompanied with supportive literature. It is the responsibility of the bidder to ensure that indicated substitutions are equal in quality and performance to the products specified and current roofing system. Pricing based

on substitutions found inferior or incompatible to the current roofing system shall be grounds for bid rejection.

### **PREPARATION OF BIDS**

Bids shall be made on unaltered Bid Forms furnished with this Bid Package or copies thereof. Fill in all applicable spaces and submit three copies (original and two copies). **Submit bid to Elizabeth G. Judd, President, Konover Commercial Corporation at 401 West Thames Street, Building 100 in Norwich, CT 06360.** The Bid Form shall be signed by an authorized representative with the name typed below signature. Where bidder is a corporation, the Bid Form must be completed with the legal name of the corporation, followed by the State in which incorporated and legal signature of an officer authorized to bind the corporation to a contract. Bidder shall provide the Owner with a breakdown of their proposal, if requested, before execution of the contract. **Any subcontractors to be used must be listed by trade and attached to the Bid Form, where applicable.**

### **WITHDRAWAL OF BIDS**

Any bidder may withdraw his bid, either personally or by written request, at any time prior to scheduled time for opening bids. No bidder may withdraw his bid for a period of 60 days after the date set for the opening thereof, and all bids shall be subject to acceptance by the Owner during this period. Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

### **CONSTRUCTION TIME**

The successful bidder shall be prepared to start work immediately upon award and work within a mutually agreeable schedule which shall be established prior to the execution of the contract. As part of the bid submission, the bidder shall prepare and submit a proposed schedule for the entire Scope of Project with allowance given for potential delays. It is the bidder's responsibility to cover necessary anticipated premium labor costs in the Bid Price. Extra payment for premium time labor cost shall not be approved except as requested and approved in writing by Owner.

### **VENDORS AND SUBCONTRACTORS**

Bidders must identify any and all vendors and subcontractors for the project. Each vendor or subcontractor shall be identified on the Bid Form with a contact name and telephone number. No subcontractor or vendor shall be changed after acceptance of the Bid unless specifically approved in writing by Owner.

**BID FORM**

**Due December 1, 2008**

**Southeastern Mental Health Authority  
Roof Entrance Repairs**

Bid From \_\_\_\_\_ Bidder

**For: Southeastern Mental Health Authority  
ROOF ENTRANCE REPAIRS  
401 West Thames Street, Building 300  
Norwich, Connecticut 06360**

**To: Konover Commercial Corporation  
As Agent for the State of Connecticut, Department of Public Works  
401 West Thames Street, Building 300  
Norwich, Connecticut 06360  
Attention: Elizabeth G. Judd, President**

The undersigned, having become thoroughly familiar with the terms and conditions of the Scope of Work and with local conditions affecting performance and costs, hereby proposes and agrees to fully perform and complete the Scope of Work in strict accordance with the Bid Package for the following sum(s) of money, including all labor, parts and materials needed to perform the Scope of Work and applicable sales tax:

Bid for performing all work under the contract for the sum of

\$ \_\_\_\_\_

\_\_\_\_\_  
(Amount in Words)

The undersigned shall here provide a written description of any special conditions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned shall here indicate all substitutions of materials or methods from those specified and attach supportive literature for such substitutions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In submitting this proposal, the undersigned further agrees:

1. The Owner reserves the right to reject this proposal.
2. This proposal shall remain open for a period of sixty days from the date prescribed for its opening.
3. To enter into and execute a Contract Agreement on the prescribed form, if awarded on the basis of this proposal, and/or any mutually acceptable modifications thereto.
4. To furnish Certificates of Insurance for the prescribed amounts.
5. To commence and complete all work within the prescribed schedule as attached.

Legal Name \_\_\_\_\_

Type of Organization:            Corporation \_\_\_\_\_            Partnership \_\_\_\_\_  
    Sole Proprietor \_\_\_\_\_            Other \_\_\_\_\_

Legal Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

- ✓ Attach list of any proposed subcontractors and vendors.
- ✓ Attach proposed schedule of repairs.
- ✓ Attach list of at least three references.

**ATTACHMENT A**

**Scope of Project #MHA00919  
dated November 6, 2008  
(1 page)**