



# City of New London

Department of Finance-Purchasing Agent  
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## Invitation for Bids

### ADDENDUM

**Bid No.:** 2007-11

**Addendum No.:** 1

**Date Issued:** April 17, 2007

**Opening Date and Time:** April 23, 2007 at 2:00 P.M.

**Title:** Replacement of the Hardwood Gymnasium Floor at the Martin Center, 120 Broad Street, New London, CT

**Special Instructions:**

**This Addendum cover page must be signed and returned with your bid.**

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Company Name

**Return Proposal To:**

William R. Hathaway, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

**Proposals cannot be accepted after the Proposal Opening Date and Time indicated above.**



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This Addendum is issued to accomplish the following:

1. Provide all pre-bid meeting attendees with a copy of the Pre-Bid Meeting Attendance Form.
2. Provide all bidders with responses to the questions that were asked at the pre-bid meeting and that were submitted in writing.
3. Inform all bidders that the game lines on the new floor shall be identical to the ones on the existing floor, including the three-point line.
4. Provide all bidders with an updated Bid Schedule page which shall be submitted by all bidders responding to this Invitation for Bids.



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## PRE-BID MEETING ATTENDANCE FORM

**Bid or Proposal No.:** 2007-11

**Pre-bid meeting date and time:** April 5, 2007 at 10:00 A.M..

**Commodity/Project:** Replacement of the Gymnasium Floor at the Martin Center

(Please print legibly)

<b>Name:</b> Jim O'Sullivan Jr.	<b>Name:</b> David Brandt
<b>Company:</b> O'Sullivan Flooring Co., Inc.	<b>Company:</b> J.J. Curran & Son Inc.
<b>Address:</b> 139A Sagamore Street Quincy, MA 02171	<b>Address:</b> 501 South Pearl Street Albany, NY 12202
<b>Telephone:</b> (617) 328-5668	<b>Telephone:</b> (512) 434-8110
<b>FAX:</b> (617) 328-4147	<b>FAX:</b> (512) 434-8249
<b>E-mail:</b> jamesosullivan@rcn.com	<b>E-mail:</b> JJCURRANANDSON@aol.com
<b>Name:</b> Mark Votta	<b>Name:</b> Bill King
<b>Company:</b> Kenvo Floor	<b>Company:</b> Dalene Flooring
<b>Address:</b> 1 Mockingbird Drive Exeter, RI 02822	<b>Address:</b> 45 Nutmeg Road S. South Windsor, CT 06074
<b>Telephone:</b> (401) 294-1244	<b>Telephone:</b> (860) 289-4305
<b>FAX:</b> (401) 294-7550	<b>FAX:</b> (860) 290-3774
<b>E-mail:</b> kenvo@msn.com	<b>E-mail:</b> BKING@DALENEFLOORING.COM
<b>Name:</b> Mike Taylor	<b>Name:</b>
<b>Company:</b> E&M Flooring	<b>Company:</b>
<b>Address:</b> 390 Middle Country Road Middle Island, NY	<b>Address:</b>
<b>Telephone:</b> (631) 924-4434	<b>Telephone:</b>
<b>FAX:</b> (631) 924-4658	<b>FAX:</b>
<b>E-mail:</b> MTaylor@accentflooring.com	<b>E-mail:</b>
<b>Name:</b>	<b>Name:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>FAX:</b>	<b>FAX:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**Bid No.:** 2007-11

**Title:** Replacement of the Hardwood Gymnasium Floor at the Martin Center, 120 Broad Street, New London, CT

**Bid Opening Date and Time:** April 23, 2007 at 2:00 P.M.

### Bidders' Questions

**Question:** What are the maple flooring thickness, width and grade?

**Response:** *The thickness of the existing floor is 27/32". The base bid will be for a 27/32" thick hard maple floor. All bidders will provide the amount of the additional cost only to install 33/32" thick hard maple floor.*

*The width of the hard maple flooring shall be 2¼".*

*The grade of the hard maple floor shall be second and better.*

**Question:** Paragraph 2.1B. of the MFMA Guide Specifications for Channel and Clip Floor System states "Flooring shall be treated with WOODLIFE 3 preservative or equal if so specified." In October, 2006, the MFMA issued a position statement in which it no longer recommends Woodlife Products for use on maple floors. Do you want the hard maple floor treated with Woodlife?

**Response:** *No. As indicated in the MFMA position statement, "wood products used indoors, like maple floors and subfloors components, do not need these treatments as they are not intended to be exposed to harsh conditions."*

**Question:** Do you want fiberboard or closed cell polyethylene as the subfloor underlayment?

**Response:** *The existing subfloor underlayment shall be removed during demolition and replaced with closed cell polyethylene. DO NOT REMOVE THE FLOOR CHANNELS.*

**Question:** Do you want the wall base to be 1" x 2" maple base or vented rubber base?

**Response:** *1" x 2" maple base.*

**Question:** Are the existing AAI floor plates for the volleyball equipment to be reused?

**Response:** *No. The selected contractor will be responsible for furnishing and installing new AAI floor plates.*

**Question:** Is building permit fee waived?

**Response:** *No. The current fee is \$18.16 per \$1,000.00. This fee can only be waived by the City Council. We will attempt to have the building permit fee waived when the award recommendation is sent to the City Council for its approval.*

**Question:** Is a demolition permit required?

**Response:** *No.*



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## Bid Schedule

<b>Bid No.:</b> 2007-11
----------------------------

William R. Hathaway  
 Purchasing Agent

(860)447-5215  
 Telephone Number

<b>BID SCHEDULE</b> <b>for Bid No. 2007-01</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>
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DELIVERY:	
TERMS:	CASH DISCOUNT: %
	Days

Payment terms are **Net 45 days**. Any deviation may result in bid rejection.  
 Proposal prices shall include transportation charges FOB City of New London.

Page 1 of 1

BIDDER NAME:
SSN or FEIN:

Item No.	Description of Commodity and/or Services	Est. Quantity	Unit of Measure	Unit Price	Total Price
1.	Removal and disposal of the existing hard maple floor and sub-floor underlayment	6,100	Sq. Ft.		
2.	Installation, painting and finishing a new 27/32" thick hard maple floor and sub-floor underlayment as specified.	6,100	Sq. Ft.		
3.	Additional cost only for a 33/32" thick hard maple floor as specified	6,100	Sq. Ft.		
4.	Building Permit		M	\$18.16	



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## Invitation for Bids

*Specifications and Proposal Documents Attached*

**Bid No.:** 2007-11

**Opening Date and Time:** April 23, 2007 at 2:00 P.M.

**Title:** Replacement of the Hardwood Gymnasium Floor at the Martin Center, 120 Broad Street, New London, CT

**Special Instructions:** A **mandatory** pre-bid meeting will be held on Thursday, April 5, 2007 at 10:00 A.M. All prospective bidders are to meet in the Martin Center gymnasium, 120 Broad Street, New London, CT. Late arrivals (more than fifteen (15) minutes after the scheduled start time) will not be given credit for attendance at this meeting and will not be able to submit a bid for this project.

The following information must appear in the lower left hand corner of the envelope:

Sealed Bid No.: 2007-11

Not to be opened until April 23, 2007 at 2:00 P.M.

### Return Bid to:

William R. Hathaway, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

Bids shall not be accepted after the Opening Date and Time indicated above.



# City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## Standard Invitation for Bids (IFB) and Contract Terms and Conditions

All Invitations for Bids issued by the City of New London (City) will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation for Bids.

Incorporated by reference into this contract are the provisions of Section 2-66 through 2-71 of the Code of Ordinances of the City of New London.

The contractor agrees to comply with the Code of Ordinances as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### Submission of Bids

1. Bids must be submitted on forms supplied by the City of New London. Telephone, facsimile or e-mail bids will not be accepted in response to an Invitation for Bids. An original and one (1) copy of the Proposal Form shall be returned to the Purchasing Agent.
2. The date and time bids are to be opened are given in each Invitation for Bids issued. Bids received after the specified date and time of the bid opening given in each Invitation for Bids will not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the bid opening. The name and address of the bidder should appear in the upper left-hand corner of the envelope.
3. Incomplete proposal forms may result in the rejection of the bid. Amendments to bids received by the Purchasing Agent after the date and time specified for the bid opening shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. A person duly authorized to sign bids for the bidder shall sign all bids. Unsigned bids shall be rejected. The person signing the Proposal Form or their authorized designee must initial errors, alterations or corrections on both the original and copy of the Proposal Form to be returned. In the event an authorized designee initials a correction, there must be written authorization from the person signing the Proposal Form to the person initialing the erasure, alterations or corrections. Failure to do so shall result in rejection of the bid for those items erased, altered or corrected and not initialed.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Invitation for Bids.
5. Alternate bids will not be considered. An alternate bid is defined as one that is submitted in addition to the bidder's primary response to the Invitation for Bids.
6. Prices should be extended in decimal, not fraction, to be net and shall include delivery and transportation charges fully prepaid by the Contractor to the destination specified in the Invitation for Bids and subject only to cash discount.
7. Pursuant to Sections 12-412 and 12-412(1) of the Connecticut General Statutes, the City of New London is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the bid prices.
8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
9. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

## Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

10. All bids will be opened and read publicly and upon award are subject to public inspection.

### Guaranty or Surety

11. Bid bonds, performance bonds, and labor and material bonds will be required as specified below. Guaranty or surety may be in the form of certified check. Bonds must meet the following requirements: Corporation – must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all of the partners and indicate they are "doing business as"; Individual – must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over the signature. Signatures of two (2) witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

**Bid Bond** – Ten percent (10%) due at time of bid for all contract services and public works/construction projects that exceed twenty thousand dollars (\$20,000.00)

**Performance Bond** – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

**Labor and Material Payment Bonds** – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

### Award

12. Award of this contract will be made to the lowest responsible bidder and will be based on net cost and City specifications. The City of New London reserves the right to award this contract to other than the low proposer and to make multiple awards if deemed in the best interest of the City.
13. The City of New London allows a fifteen percent (15%) local vendor preference. A New London based business will be considered the lowest responsible bidder if its bid is within fifteen percent (15%) of the low bid and it is willing to accept the award at the low bid price. Any bidder claiming to be a New London based business must provide documentation that all of its motor vehicles are registered in New London and that payment of all of its property and motor vehicle taxes are current.
14. The City of New London may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
15. The Purchasing Agent may correct inaccurate awards resulting from clerical or administrative errors.

### Contract

16. The existence of a contract shall be determined in accordance with the requirements set forth above.
17. The Contractor shall not assign or otherwise dispose its contract or its right, title or interest, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City of New London.
18. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the City of New London to purchase these commodities or services on the open market. The contractor agrees to promptly reimburse the City of New London for excess cost of these purchases. The purchases will be deducted from the contracted quantities.



## Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

19. The Contractor agrees to hold the City of New London harmless from liability of any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the Contract; Guarantee its products against defective material or workmanship; repair damages of any kind, for which it is responsible to the premises or equipment, to its own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc., and to give all notices and comply with all requirements of the City of New London, the State of Connecticut and the U.S. Government.
20. Insurance requirements generally apply to contract services, professional services and public works improvement/construction projects. The Contractor will carry commercial general liability insurance to protect the City of New London from loss. The following minimum limits shall be met:

**Bodily Injury and Property Damage** – One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

**Products or Completed Operations** - One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

**Professional Liability (Errors and Omissions) Coverage appropriate to the contractor's operations** – Two million dollars (\$2,000,000.00) each occurrence

**Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City of New London property)** – One million dollars (\$1,000,000.00) combined single limit for each accident.

**Workers' Compensation Coverage** - Will be in accordance with State of Connecticut requirements at the time of bid.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

All insurance policies shall be endorsed to the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London, and any other insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

21. Notwithstanding any provision or language in this contract to the contrary, the City Manager may terminate this contract upon approval by the City Council, whenever he/she determines that such termination is in the best interest of the City of New London. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City of New London for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both Immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City of New London all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the City of New London. In the event of such termination, the contractor shall be entitled to reasonable compensation as determined by the City Manager, however, no compensation for lost profits shall be allowed.

## **Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)**

### **Delivery**

22. All products and equipment delivered must be new unless otherwise stated in the proposal specifications.
23. All deliveries will be to the locations specified by the City of New London. The City of New London does not have a loading dock therefore all Contractors will be responsible for inside delivery without assistance from City of New London personnel.
24. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.
25. Charges against a Contractor shall be deducted from current obligations. Money paid to the City of New London shall be payable to the Treasurer, City of New London.

### **Saving Clause**

26. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The contractor will give written notice of the cause and probable duration of any such delay.

### **Advertising**

27. Contractors may not reference sales to the City of New London for advertising and promotional purposes without prior approval of the City of New London.

### **Rights**

28. The City of New London has sole and exclusive right and title to all printed material produced for the City of New London and the Contractor shall not copyright the printed matter produced under this contract.
29. The Contractor assigns to the City of New London all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the Connecticut General Statutes. This assignment occurs when the contractor is awarded the contract.
30. The Contractor agrees that it is in compliance with all applicable federal, state and local regulations, including but not limited to Connecticut General Statutes Section 7-148i. The Contractor also agrees that it will hold the City of New London harmless and indemnify the City of New London from any action which may arise out of any act by the Contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.
31. This contract is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provision of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.



# City of New London

Public Works Department

111 Union Street • New London, CT 06320 • Phone (860) 447-5250 • Fax (860) 447-5255

## Specification for the Removal and Replacement of the Gymnasium Floor at the Martin Center

This specification is for the removal of the existing gymnasium floor and replacement with a new gymnasium floor at the Martin Center, 120 Broad Street, New London, CT.

A **mandatory** pre-bid meeting for general contractors will be held on **April 5, 2007 at 10:00 A.M.** All prospective bidders are to meet in the gymnasium at the Martin Center, 120 Broad Street, New London, CT. Late arrivals (more than fifteen (15) minutes after the scheduled start time) shall not be given credit for attendance and will not be allowed to submit a bid for this project.

### SCOPE OF WORK

Remove and replace approximately 6,100 square feet of existing hardwood flooring. New material is to be hardwood maple flooring. The existing flooring is anchored directly to the concrete substrate with steel clips that are interlocked into channels (commonly called clip and channel). This system is commonly found in the northeast region of the United States. Installation of the new hardwood flooring shall be in accordance with the Maple Floor Manufacturers Association (MFMA) Guide Specifications for Channel and Clip Floor System copy attached).

This system is beneficial in that the flooring is the only thing that needs replacing. Existing thresholds shall be reused. It may be necessary to spot anchor some of the channels to the substrate.

All sanding, sealing, court lining and finishing shall be in accordance with the MFMA recommendations for Sanding, Sealing, Court Lining, Finishing and Resurfacing of Maple Gym Floors (copy attached).

Completely sand the entire gymnasium hardwood flooring. The floor shall be sanded with a minimum of three (3) cuts using coarse, medium and fine sandpaper. The final sanding shall provide a smooth, even surface, free from scratches. Upon completion of the final sanding, thoroughly vacuum the floor and tack rag until completely dust free.

The floor shall be sealed as soon as possible after the final sanding. Using clean lambs wool applicators, apply two (2) coats of Seal-O-San gym sealer. After the coat of sealer has dried completely, the entire surface shall be lightly sanded, then vacuumed and tack ragged in preparation for court layout and painting.

Apply all game lines per the attached sketch. The inside dimensions of the basketball court shall be 84' x 50'. The basketball court perimeter line shall be 6" wide. All other basketball court lines shall be 2" wide. The inside dimensions of the volleyball court shall be 59' 2" x 29' 6". All volleyball court lines shall be 2" wide. All other dimensions shall be as indicated on the Basketball Court diagram included as a part of this specification. Floor and line colors will be selected by the City of New London. Color charts are to be included with the bid. The Contractor shall provide the City with a disc that contains a dimensioned floor markings diagram in the colors chosen by the City. Contractor shall be certain that marking paints are compatible with the sealer and finish. After markings have thoroughly dried, lightly abrade using steel wool or a pad recommended by the finish manufacturer. Once again, the floor must be dust free in preparation for the final finish. Enclosure (3) provides dimensions for layout as specified.

Upon completion of the final finish coat of Triple XXX Gym floor finish being applied and thoroughly dried, lightly abrade to break the surface tension for bonding of the final coat. Vacuum and double tack rag the floor prior to the final coat of Triple XXX finish. Do not abrade the final coat of finish. Avoid air currents that carry dust and dirt. Recommended

temperature of room and materials should be approximately 65° Fahrenheit or higher during treatment. Allow adequate ventilation for proper curing and maintain normal humidity conditions to avoid blistering, flaking and abnormally long curing time.

The time frame to start and complete the work is extremely critical. Recreation programs and senior citizen exercising will have to be relocated during this period. The selected contractor will have four (4) weeks from the initial start date to complete this project without interruption

## **GENERAL CONTRACTOR AND CONTRACTOR RESPONSIBILITIES**

1. All work listed in the Scope of Work will be performed in a workmanlike manner. Damages determined to be job-related shall be replaced in kind or better with no additional cost to the City of New London.
2. All job debris shall be removed to an approved dumpsite upon completion of the project. Clean up shall be approved by the Public Works Superintendent and/or its representative.
3. Unless specifically referred to or denoted otherwise, the scope work contained herein is for labor, materials and related items required for a complete and finished in-place project.
4. Contractors and sub-contractors shall be responsible for assuring that any and all permits, if necessary, are obtained and that all required inspections are performed.
5. Project site visits by the Public Works Superintendent and/or its representative shall not be interpreted as a waiver of the aforementioned requirements.
6. No additional work shall be accomplished unless a formal change order is signed by both the contractor and the City Manager.
7. The aforementioned Scope of Work, related items and all deficiencies that may or may not be specifically mentioned, shall be made to conform to all federal, state and city standards, codes and regulations.
8. Questions regarding the meaning or intent of these specifications, or obvious errors in and/or omissions from this specifications shall be submitted in writing to the Purchasing Agent prior to the bid opening date and time. Failure of the prospective bidder to do so shall result in a waiver of its right to interpret the Scope of Work after the bid opening and the interpretation by the Public Works Superintendent shall be final and binding on all contractors and subcontractors.
9. All work shall be completed in accordance with the timeline stated in the Scope of Work and consideration shall be given to the occupants of the building who will likely remain working during the project.
10. A final inspections shall be conducted by the Public Works Superintendent. Any defects found shall be repaired and/or replaced by the contractor. Corrective work shall be completed within seven (7) days or at the discretion of the Public Works Superintendent. If said corrective work is not completed within the specified time, that work will be completed by others and paid for by the contractor.

## **MFMA GUIDE SPECIFICATIONS FOR CHANNEL AND CLIP FLOOR SYSTEM**

### **Purpose**

This Guide Specification is designed to assist in the production of actual architectural specifications for maple athletic flooring installations. It is hoped that this Guide will be of particular value to those who do not have a detailed knowledge of the construction of athletic floors and that it will aid in maintaining high construction standards. Maple Flooring Manufacturers Association, Inc. (MFMA), its members and employees, do not warrant the information contained herein as proper under all conditions. The MFMA reserves the right to revise these Guide Specifications as necessary.

Questions concerning information contained in this Guide should be directed to MFMA, attention Technical Director.

### **Part 1: General**

#### **1.1 Description**

A. This document specifies a wood strip gymnasium floor system consisting, in general, of maple flooring, steel channels, clips, drive pins, resilient underlayment, sanding, sealers, finishes, game lines and wall base.

B. The general contractor shall provide a concrete slab, troweled smooth and level to a tolerance of 1/8" in a 10' radius, subject to the approval of the flooring contractor. F-Numbers are not applicable for gymnasium slab applications. Labor and materials necessary to put the concrete slab in acceptable condition (high areas ground down and low areas filled with appropriate leveling compounds) shall be the responsibility of the general contractor. Installation shall not proceed until the concrete slab is in acceptable condition.

1. The concrete slab depression for 33/32" thick flooring shall be 1-1/2" and shall be 1-1/4" for 25/32" thick flooring.

2. Concrete subfloors shall have an adequate moisture barrier beneath and at the perimeter of the slab.

3. No pea gravel, river gravel or slag aggregate shall be allowed in the concrete. The concrete strength range at the time of wood flooring installation shall be between 3,000 PSI. and 3,500 PSI.

C. The flooring contractor shall provide all tools and services to furnish, deliver, and install a complete wood floor system from the surface vaporproofing of the slab, when required, through the sanding and finishing, plus the installation of perimeter base moldings and thresholds.

#### **1.2 Quality Assurance**

A. The wood flooring shall be MFMA maple.

B. The flooring contractor shall be a firm experienced in installing maple flooring systems.

C. Flooring shall be delivered to the premises a minimum of seven days before installation commences, or as required for acclimation.

D. All flooring bundles should be broken and loosely piled to acclimate the flooring to environmental conditions in the building.

#### **1.3 Working Conditions**

A. The floor system shall not be delivered or installed until all masonry, plastering/drywalling, tile work and overhead mechanical trades are complete. The building must be enclosed and weathertight.

B. Permanent heat, light and ventilation shall be installed and operating during and after installation, maintaining a temperature range of 55 degrees to 75 degrees and a relative humidity range of 35 percent to 50 percent (no more than a 15 percent difference between high and low humidity levels).

## **1.4 Warranty**

- A. The flooring contractor shall warrant the floor for a period of one year, and shall furnish a warranty from the flooring manufacturer.
- B. Refer to individual flooring manufacturers warranty for specific provisions and exclusions.

### Part 2: Products

## **2.1 Materials**

- A. Flooring shall be MFMA-RL Northern Hard Maple or MFMA-FJ Northern Hard Maple; 33/32", or 25/32" thick x 2-1/4" or 1-1/2" wide; First Grade, Second and Better, Third and Better, Third Grade or Utility Grade, T & G and EM; grade marked and stamped as produced by an MFMA member manufacturer.
- B. Flooring shall be treated with WOODLIFE 3 preservative or equal if so specified.
- C. Vapor barrier shall be 6 mil. polyethylene.
- D. Resilient underlayment shall be 1/2" x 2" x 8' sheets of impregnated fiberboard with factory-machined channel grooves 5/16" deep x 1-1/8" wide, 12" o.c. (Specifier's option: multicellular, closed cell polyethylene foam with a density of 2 PCF nominal. Foam shall be 1/2" x 4', pregrooved, 12" o.c.)
- E. Channels shall be 16 gauge zinc-treated steel.
- F. Channel anchors shall be modified steel drive pins, minimum 5/16" head diameter, as recommended by pin manufacturer to achieve minimum 900 lbs. pull-out strength.
- G. Clips shall be 16 or 20 gauge steel.
- H. Wall base shall be 1" x 2" maple base or standard molded, vented rubber or vinyl cove base, as supplied by flooring manufacturer.
- I. Finish materials shall be selected from the most recent listing of MFMA certified products, and shall be applied according to finish manufacturer's instructions.

### Part 3: Execution

## **3.1 Inspection**

- A. Inspect concrete slab for proper tolerance and dryness, and report any discrepancies in writing to the general contractor for correction.
- B. The concrete slab shall be cleaned of all debris by general contractor so flooring contractor will have adequate access to work surface.

## **3.2 Installation**

- A. Cover entire concrete slab with 6 mil polyethylene, lapping joints a minimum of 4".
- B. Install impregnated fiberboard at right angles to the direction of the maple flooring on the main playing court, staggering end joints in adjacent rows.
- C. Insert steel channels in machined grooves with ends staggered in adjacent rows. Offset channel ends with end of impregnated fiberboard a minimum of 1'.

D. Anchor channels to concrete with drive pins 14" o.c. with additional pins at ends of channels, using low velocity powder-actuated or pneumatic tools.

E. Install maple flooring at right angles to channels, inserting steel clips at every channel intersection. Drive flooring up firmly and securely to all vertical obstructions, blocking insides of boards at the wall line.

F. Moisture content of flooring shall not exceed 8 percent during installation. (In regions of constant high humidity, a higher moisture content may be required.)

### **3.3 Floor Sanding**

A. Machine sand with course, medium and fine paper to a smooth, even and uniform surface.

B. Remove sanding dust from entire surface by tack or vacuum.

### **3.4 Finishing**

A. Inspect entire area of floor to insure that surface is acceptable for finishing, completely free from sanding dust, and perfectly clean.

B. Apply seal and finish per finish manufacturer's instructions.

C. Buff and clean floor between each coat.

D. Paint game lines as shown on drawings, between seal and first coat of finish. Game line paint shall be compatible with finish.

### **3.5 Base Installation**

A. Install maple or vent cove base by anchoring to walls with base cement, screws or anchors. Miter all joints at 45 degree angles. Nail securely into blocking or last board.

B. Miter inside corners, and if installing rubber or vinyl base, use premolded outside corners. Double nail corners carefully.

C. Install thresholds as required, anchoring firmly in concrete floor beyond limits of wood flooring.

### **3.6 Maintenance**

A. Upon completion of floor installation, the owners, attendants or individuals in charge and responsible for the upkeep of the building are to see that the care and maintenance instructions of the MFMA and flooring manufacturer are followed.

# MAPLE FLOORING MANUFACTURERS ASSOCIATION

## SANDING, SEALING, COURT LINING, FINISHING AND RESURFACING OF MAPLE GYM FLOORS

### INTRODUCTION

These recommendations are general in nature and are intended to guide architects, engineers, contractors, and wood flooring owners. It is hoped that these recommendations will be of particular value to those who do not have a detailed knowledge of wood flooring, and that they will aid in maintaining high performance and safety standards. The Maple Flooring Manufacturers Association, its members and employees do not warrant these recommendations as proper under all conditions. As with any product, please consult the manufacturers' guidelines before use.

### PROCEDURES FOR SANDING A NEW MAPLE FLOOR

All unfinished maple gym floors should be sanded with a minimum of three cuts using coarse, medium, and fine sandpapers. Final sanding of pattern floors should be performed with a screen and disk sander. This final sanding should provide a smooth and even surface, free from scratches, drum stop marks or gouges. After sanding, the contractor should thoroughly vacuum the maple surface with a heavy-duty commercial type vacuum to remove sanding dust and grit prior to sealing and finishing.

### PROCEDURES FOR SEALING, COURT LINING AND FINISHING A NEW MAPLE FLOOR

There are two basic methods for application of seal and finish for new wood athletic floors — both are four-coat specifications. The first uses one coat of seal and three coats of finish (a "1-3" specification), and the second uses two coats of seal and two coats of finish (a "2-2" specification). The number of coats required may change with the use of a water-based urethane product versus an oil-modified urethane product. Always follow your material manufacturers' guidelines for application of sealer and finish, as procedures may vary from product to product. The MFMA has authorized an independent testing laboratory to test floor sealer and finish products in accordance with strict industry standards. Contact the MFMA at 847-480-9138 or see the [MFMA Manufacturers List](#) and be sure to specify that your floor finish products meet the MFMA standards.

#### Sealing

All unfinished maple gym floors should be sealed as soon as possible after final sanding is completed. Thoroughly clean the floor surface prior to applying the first coat of sealer. Using a clean lambswool applicator, apply a liberal and uniform coat of penetrating sealer with at least the minimum coverage per the manufacturers' instructions. Allow to dry completely. If using a "2-2" specification, buff with steel wool, screenback disk, pad or as recommended by your finish manufacturer and thoroughly clean. Do not use steel wool if applying a water-based product. Apply the second coat of penetrating sealer in the same manner as the first. The entire surface should then be lightly machine disked with #100 or #120 grit screenback under a buffing or polishing pad, and finally vacuumed and tack ragged in preparation for court layout and painting. Caution: Follow your manufacturers' recommendations for providing adequate ventilation during the entire sealing and finishing process.

#### Court Lining

The project architect or specifier should furnish game line drawings with complete color selections prior to the commencement of floor sanding and finishing. Apply game markings using paint that is compatible with the chosen sealer and finish. Mask and paint game lines with proper colors according to the architect's or specifier's blueprints and with the aid of precision taping machines or striping tools. When using masking tape, pull it up as soon as the paint begins to dry or set. After the game markings have thoroughly dried, lightly abrade using steel wool or a pad recommended by the finish manufacturer, then clean the floor surface.

#### Finishing

Immediately before applying the first coat of finish, maple gym floors should be thoroughly tack ragged, giving particular attention to edges and corners. Apply an even coat of finish in accordance with your finish manufacturers' instructions. Allow to dry completely. Lightly abrade with #2 steel wool or screen to break the surface tension for bonding with the next coat. Do not use steel wool if applying a water-based urethane finish product. Vacuum, then double tack rag the floor. Subsequent coats should be applied in accordance with the finish manufacturers' specifications. Do not abrade the final coat of finish. After applying the final coat, do not use the floor until finish manufacturers' recommended cure time has elapsed. Avoid heavy traffic on the floor surface for at least one week.

Note: During finishing and drying time, the floor surface must be free of dust and dirt. Avoid air currents that carry dust and dirt. Indoor temperatures and all sealers, paints and finishes should be approximately 65 degrees Fahrenheit or higher during application. Allow adequate ventilation for proper drying. Maintain normal humidity conditions inside the facility to avoid blistering, flaking and abnormally long drying and cure times.

### DAILY CARE



Follow MFMA recommendations in [Caring For Your MFMA Maple Floor](#). Always keep your floor free of dust, dirt, abrasive particles, and debris. NEVER USE WATER TO CLEAN YOUR FLOOR, and never use dust mops treated with silicone, wax, or acrylic-based products. Your floor finish manufacturer has dust mop treatments specifically designed for compatibility with the finish used on your maple floor.

### **ANNUAL MAINTENANCE/REFINISHING**

To preserve the beauty and life of your maple floor, the MFMA recommends that recreational surfaces receive periodic refinishing. Facility use, abuse, and maintenance will determine the appropriate refinishing schedule. Most gymnasium floors should be annually recoated.

Using a properly treated dust mop, thoroughly clean the floor. Before abrading the maple surface, walk the entire area to ensure that all foreign matter has been removed. Disk the floor with a fine-grit screenback or steel wool to abrade the top layer of old finish. Do not use steel wool if applying a water-based urethane product. Touch up any game line paint or markings if necessary, and lightly abrade those areas when dry. Tack rag the entire surface until it is thoroughly clean, paying particular attention to edges and corners. Apply an even coat of finish in accordance with the finish manufacturers' instructions. Allow to thoroughly dry.

Note: If recoating your maple floor on a biannual schedule, application of additional coats of finish may be necessary. See notation under "Finishing" for other precautions to assure long-life and excellent performance.

### **COMPLETE RESURFACING OF EXISTING MAPLE GYMNASIUM FLOORS**

From time to time, even the most meticulously cared-for maple gymnasium floor should receive a complete resurfacing.

Resurfacing restores the luster in an older gymnasium surface, and assures long life and excellent performance. The frequency of complete resurfacing depends on numerous factors, but typically is performed about every eight to ten years.

A complete resurfacing is accomplished by first removing all layers of finish and game lines down to raw wood. Next, repair/replace any split boards or seriously damaged areas of the surface or subfloor. The maple surface is then ready to be lightly sanded to remove accumulated minor dents and scratches. Once the sanding process is completed, the resurfacing process follows the same general sealing, court lining and finishing procedures used during the initial installation of the maple flooring system.

As subfloor designs are significantly different from floor to floor, MFMA strongly recommends consultation with an MFMA Associate Member contractor prior to the initiation of any complete resurfacing project. Contact MFMA for a current list of Associate Member contractors when considering a complete resurfacing of your facility's floor.



## **CONTRACT FORMS**

## CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_  
(legal name and address), hereinafter called "**Contractor**" and the City of New  
London, 181 State Street, New London, CT 06320, hereinafter called "**City**."

WHEREAS, the City desires to enter into a contract for services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this contract to the satisfaction of the City, therefore this contract is entered into under the following terms and conditions:

1. The Contractor agrees to perform the services described below or in attachments if applicable. (Attachments must be specifically labeled; for example, "Attachment A, consisting of \_\_\_\_\_ pages, attached hereto and made a part hereof," and be initialed by authorized representatives of both parties.) Only those attachments specifically referenced in this Contract for Services shall apply. The terms and conditions as contained in this Contract for Services shall take precedence over any conflicting terms as may be attached hereto.

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2. **Term of the Contract:** The start date for this Contract shall be \_\_\_\_\_ and the completion date of this Contract shall be \_\_\_\_\_.

3. **Contract Price:** The City shall pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed for the price of \$ \_\_\_\_\_.

4. **Contract Documents:** The Contract Documents consist of this Agreement, the Standard Bid and Contract Terms and Conditions, the Instructions to Bidders, the Contractor's bid as accepted by the City, the General and Special Conditions of the Work, the Technical Specifications, the drawings and all Addenda attached hereto.

The Contract Documents are complementary and what is called for by any one shall be as binding as if called for by all. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any of the other Contract Documents, the provisions of the Agreement shall prevail.

Reference to standard specifications, manuals or codes of any technical society, organization or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the edition of the standard specification, manual, code or laws or regulations identified in the reference. In the event a particular edition is not identified, the reference shall mean the latest edition in effect at the time of receipt of the bid. However, no provision of any referenced standard specification, manual or code (whether or not specifically incorporated by reference in the Contract Documents) shall change the duties and responsibilities of the City, the Contractor or any of their consultants, agents or employees from those set forth in the Contract Documents.

5. **Obligations And Liability Of The Contractor:** The Contractor shall do all the work and perform and furnish all the labor, services, materials, equipment, plant, machinery, apparatus, appliances, tools, supplies and all other things (except as otherwise expressly provided herein) necessary and as herein specified for the proper performance and completion of the Work in the manner and within the time hereinafter specified, in strict accordance with the Drawings, Specifications and other Contract Documents, in conformity with the directions and to the satisfaction of the City, and at the prices herein agreed upon therefor.

All parts of the Work and all fixtures, equipment, apparatus and other items indicated on the Drawings and not mentioned in the Specifications, or vice versa, and all work and material usual and necessary to make the Work complete in all its parts, including all incidental work necessary to make it complete and satisfactory and ready for use and operation, whether or not they are indicated on the Drawings or mentioned in the Specifications, shall be furnished and executed the same as if they were called for both by the Drawings and by the Specifications.

The Contractor shall coordinate his operations with those of any other contractors who may be employed on other work of the City, shall avoid interference therewith, and shall cooperate in the arrangements for storage of materials and equipment.

The Contractor shall conduct his work so as to interfere as little as possible with private business and public travel. Wherever and whenever necessary or required, he shall maintain fences, furnish watchmen, maintain lights, and take such other precaution as may be necessary to protect life and property.

The Contractor shall indemnify and save harmless the City and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damage to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the Work, whether or not due to or claimed to be due in whole or in part to the active, passive or concurrent negligence or fault of the Contractor, his officers, agents, servants or employees, any of his subcontractors, the City or any of their respective officers, agents, servants or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false or fraudulent; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the City, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the owner other than supervisory acts or omissions of the City in the Work.

The Contractor shall have complete responsibility for the Work and the protection thereof, and for preventing injuries to persons and damage to the Work and property and utilities on or about the Work, until final completion and final acceptance thereof. He shall in no way be relieved of his responsibility by any right of the City to give permission or directions relating to any part of the Work, by any such permission or directions given, or by failure of the City to give such permission or directions. The Contractor shall bear all costs, expenses, losses and damages on account of the quantity or character of the Work or the nature of the land (including but not limited to subsurface conditions) in or under or on which the Work is done being different from that indicated or shown in the Contract Documents or from what was estimated or expected, or on account of the weather, elements, or other causes.

The Contractor shall conduct his operations so as not to damage existing structures or work installed either by him or by other contractors. In case of any such damage resulting from his operations, he shall repair and make good as new the damaged portions at his own expense with the consent of the damaged party. In the event that consent is not given, the Contractor shall continue liable for the damage caused.

The Contractor shall be as fully responsible to the City for the acts and omissions of his subcontractors, their officers, agents, servants and employees as he is for his own acts and omissions and those of his own officers, agents, servants and employees.

Should the Contractor sustain any loss, damage or delay through any act or omission of any other contractor or any subcontractor of any such other contractor, the Contractor shall have no claim against the City therefore, other than for an extension of time, but shall have recourse solely to such other contractor or subcontractor.

If any other contractor or any subcontractor of any such other contractor shall suffer or claim to have suffered loss, damage or delay by reason of the acts or omissions of the Contractor or of any of his subcontractors, the Contractor agrees to assume the defense against any such claim and to reimburse such other contractor or subcontractor for such loss or damage.

The Contractor agrees to and does hereby indemnify and save harmless the City from and against any and all claims by such other contractors or subcontractors alleging such loss, damage or delay and from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, arising out of, relating to or resulting from such claims.

The Contractor shall promptly pay all federal, state and local taxes which may be assessed against him in connection with the Work or his operations under this Agreement and/or the other Contract Documents, including, but not limited to, taxes attributable to the purchase of material and equipment, to the performance of services, and the employment of persons in the prosecution of the Work.

**6. Supervision Of Work:** The Contractor shall be solely responsible for supervision of the Work, shall give the work the constant attention necessary to ensure the expeditious and orderly progress thereof, and shall cooperate with the City, its officers, agents or employees in every possible way.

At all times, the Contractor shall have as his agent on the Work a competent superintendent capable of reading and thoroughly understanding the Drawings and Specifications, with full authority to execute the directions of the Engineer without delay and to supply promptly such labor, services, materials, equipment, plant, apparatus, appliances, tools, supplies and other items as may be required. Such superintendent shall not be removed from the Work without the prior written consent of the City. If, in the opinion of the City, the superintendent or any successor proves incompetent, the Contractor shall replace him with another person approved by the City; such approval, however, shall in no way relieve or diminish the Contractor's responsibility for supervision of the Work.

Whenever the Contractor or his agent or superintendent is not present on any part of the Work where it may be necessary to give directions or instructions with respect to such work, such directions or instructions may be given by the City to and shall be received and obeyed by the foreman or any other person in charge of the particular work involved.

**7. Insurance:** The Contractor shall procure and maintain insurance of the types specified below, and to the limits for this insurance specified in the Standard Bid and Contract Terms and Conditions and the City of New London Code of Ordinances, Article IV., Section 2-71. All insurance shall be obtained from companies satisfactory to the City.

Insurance shall be in such forms as will protect the Contractor from all claims and liability for damages for bodily and personal injury, including accidental death, and for property damage, which may arise from operations under the Contract, whether such operations be by himself, his subcontractors, or by anyone directly or indirectly employed or engaged by him.

The following types of insurance shall be provided before starting and until final completion and acceptance of the Work and expiration of the guarantee period provided for in the Agreement.

- a. Workmen's Compensation and Employer's Liability Insurance.
- b. Bodily Injury Insurance for operations and completed operations and Contractor's Protective Bodily Injury Insurance.
- c. Property Damage Insurance for operations and completed operations and Contractor's Protective Property Damage Insurance, each including coverage for injury to or destruction of wires or pipes and similar property and appurtenant apparatus and the collapse of or structural injury to any building or structure except those on which work under the Contract is being done. Blasting and explosion coverage shall be obtained if there is a need for blasting under the Contract, and no blasting shall be performed until such insurance has been secured.
- d. Bodily Injury Insurance covering the operation of all motor vehicles owned by the Contractor.
- e. Personal Injury Insurance to cover claims for personal injury and including claims brought by employees.
- f. Property Damage Insurance covering the operation of all motor vehicles owned by the Contractor.
- g. Insurance to cover bodily injuries and property damage resulting from the use of motor vehicles not owned by the Contractor, while such vehicles are being operated in connection with the prosecution of the Work.
- h. Contractual Liability Insurance covering the liability assumed by the Contractor under the fifth paragraph of that subsection titled "Obligations and Liability of Contractor" of this Agreement.
- i. Owner's Protective Liability and Property Damage Insurance to protect the City and any Engineer against claims for Property damage and for bodily injuries, including accidental death, caused by the operations of the Contractor or his subcontractors on the Work. The policy shall indicate the City and any Engineer as the named insured. A copy of the policy shall be furnished to the City and a Certificate of Insurance shall be furnished to any Engineer.

All policies shall be so written that the owner will be notified in writing of cancellation or restrictive amendment at least 30 days prior to the effective date of such cancellation or amendment.

Certificates from the Contractor's insurance carriers stating the coverage provided, the limits of liability, and expiration dates shall be filed in triplicate with the Engineer before operations are begun. Such certificates shall be on the form furnished by the Engineer.

Renewal certificates must be furnished by the Contractor prior to the expiration date of any of the initial insurances.

No insurance required or furnished hereunder shall in any way relieve the Contractor of or diminish any of his responsibilities, obligations and liabilities under the Contract.

**8. Contract:** This Agreement, which includes all the Contract Document elements listed in paragraph 1 above, forms the Contract between the parties identified in the heading of this document. In the event that any provision of the Contract conflicts with any other provision of this Contract, the decision of the City will be final.

**9. Funding and Fiscal Year Appropriations:** Appropriations for expenditures by the City and authorization to spend for a particular purpose are ordinarily made on a fiscal year basis. The fiscal year of the City is the twelve (12) month period ending June 30 of each year. The obligations of the City under this Contract for the present or any subsequent fiscal year following the fiscal year in which this Contract is executed are subject to the appropriation of funds sufficient to discharge the City's obligation, which accrues in this or any subsequent fiscal year. In the absence of such appropriation or authorization, this Contract shall be terminated immediately upon the Contractor's receipt of notice to said effect without liability for damages, penalties or other charges arising from early termination. Expenditures for Contracted services that will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated and authorized for said fiscal year. The Contractor's yearly costs, as contained herein, may not exceed the amount appropriated for said year.

**10. Termination:** The Contract may be terminated without cause by either party by giving written notice to the other at least thirty (30) calendar days prior to the effective date of termination stated in the notice. If Contractor fails to fulfill his obligations, the City may terminate this Contract by giving written notice to the Contractor at least seven (7) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and may state a period during which the alleged breach may be cured, which cure shall be subject to approval by the City.

**11. Obligations in Event of Termination:**

A. Upon termination, all finished or unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Contract, shall become the property of the City.

B. The City shall promptly pay the Contractor for all services performed to the effective date of termination, subject to indemnification provisions of Paragraph 5 hereof and subject to offset of sums due the Contractor against sums owed by the Contractor to the City.

**12. Record keeping, Audit, and Inspection of Records:** The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of six (6) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The Federal grantor agency, the State Auditor, the City, or any of their duly authorized representatives or designees shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records, and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review, and copying of records.

**13. Publicity, Publication, Reproduction and Use of Contract Products or Materials:** Unless provided otherwise by law or the City, title and possession of all data, reports, programs, software, equipment, furnishings, and any other documentation or product paid for with City funds shall vest with the City at the termination of the Contract. The Contractor shall at all times obtain the prior written approval of the City before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of communication. If the Contractor, or any of its subcontractors, publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the City shall have a royalty-free

non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication. The Contractor shall use reasonable means to inform the public that the City provides financial support for its operations and services by explicitly stating on publicity material, stationery, posters and other written materials, and on its premises the following: "This program is supported in part (in full) by the City of New London."

**14. Assignment by Contractor and Subcontracting:** The Contractor shall not assign or in any way transfer any interest in this Contract without the prior written consent of the City, nor shall he subcontract any services without the prior written approval of the City.

**15. Connecticut Law:** It is agreed that this contract shall be governed by, construed, and enforced in accordance with the internal laws of the State of Connecticut.

**16. Venue:** In the event of litigation, the parties do agree to be contractually bound to submit themselves to the personal jurisdiction of the state courts of Connecticut. The venue for any court proceeding shall be in the Superior Court for the Judicial District for New London at New London, Connecticut.

**17. Waiver of Jury Trial:** CONTRACTOR HEREBY EXPRESSLY WAIVES ANY AND ALL RIGHTS IT MAY HAVE TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION (1) ARISING UNDER THIS AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HEREWITH, OR (2) IN ANY WAY CONNECTED WITH OR RELATED OR INCIDENTAL TO THE DEALINGS OF THE PARTIES HERETO OR ANY OF THEM WITH RESPECT TO THIS AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HEREWITH, OR THE TRANSACTIONS RELATED HERETO OR THERETO, IN EACH CASE WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT OR TORT OR OTHERWISE; AND CONTRACTOR HEREBY AGREES AND CONSENTS THAT ANY SUCH CLAIM, DEMAND, ACTION OR CAUSE OF ACTION SHALL BE DECIDED BY COURT TRIAL WITHOUT A JURY, AND THE CITY MAY FILE AN ORIGINAL COUNTERPART OR A COPY OF THIS SECTION WITH ANY COURT AS WRITTEN EVIDENCE OF CONTRACTOR'S CONSENT TO THE WAIVER OF ITS RIGHT TO TRIAL BY JURY.

**18. Nondiscrimination and affirmative action provisions, nondiscrimination provisions regarding sexual orientation, Executive Order Number Three and guidelines and rules, Executive Order Number Seventeen, Executive Order Number Sixteen and sexual harassment policy:**

For the purposes of this article, the word "contractor" is substituted for and has the same meaning and effect as if it read "Contractor's name." Section A of this article is inserted in connection with subsection (a) of Section 4a-60 of the General Statutes of Connecticut, as revised. Section B of this article is inserted in connection with subsection (a) of Section 4a-60a of the General Statutes of Connecticut, as revised.

A. (a) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "public works contract" means any agreement between any individual, firm, or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance, or guarantees.

(b) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner



prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to Conn. Gen. Stat. Sections 46a-56, 46a-68e, and 46a-68f; (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts concerning the employment practices and procedures of the contractor as they relate to the provisions of this section and Conn. Gen. Stat. Section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c) Determination of the contractor's good faith efforts shall include, but shall not be limited to, the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The contractor shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. Section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

B. (a) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the Connecticut General Statutes; (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts concerning the employment practices and procedures of the contractor that relate to the provisions of this section and Section 46a-56 of the Connecticut General Statutes.

(b) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of

enforcing such provisions including sanctions for noncompliance in accordance with Section 46a-56 of the Connecticut General Statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(c) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

C. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated, or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, notwithstanding that the State Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion.

The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

D. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be cancelled, terminated, or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the State Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

E. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, and, as such, the contract may be canceled, terminated, or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. Executive Order No. Sixteen is attached hereto and made a part hereof. The parties agree to comply with such executive order. In addition, the contractor agrees to include a copy of Executive Order No. Sixteen, and the requirement to comply with said executive order, in all contracts with its contractors, subcontractors, consultants, sub-consultants, and vendors.

F. This contract is subject to the provisions of the City of New London Sexual Harassment Policy ("Policy") and, as such, the contract may be canceled, terminated, or suspended by the City in the event that the contractor, its employees, contractors, subcontractors, consultants, sub-consultants, or vendors engages in behavior prohibited by the provisions of the Policy (a copy of the Policy is attached hereto). The contractor agrees to include a copy of the Policy, and the requirement to prevent behavior as defined in such Policy, in all contracts with its contractors, subcontractors, consultants, sub-consultants, and vendors.

**19. Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

**20. Compliance with Laws and Indemnification of the City of New London:** The Contractor shall comply with all applicable laws, rules, regulations, ordinances, orders or requirements of the State of Connecticut and any governmental authority relating to the delivery of the services specified in this Contract. The City may require the Contractor to pay fines, penalties, and damages that may arise out of or may be imposed because of, the Contractor's breach or failure to comply with the provisions of this Contract. Unless otherwise provided by law the Contractor shall indemnify and hold harmless the City, its agents, officers and employees against any and all liability, loss, damages, penalties, costs or expenses for personal injury or damage to real or tangible personal property which the City

may sustain, incur or be required to pay resulting from, arising out of, or in connection with the services performed or delivered under this Contract by reason of acts, inactions, omissions, negligence, reckless or intentional misconduct of the Contractor, its agent(s), officers, employees or subcontractors; provided that the Contractor is notified of any claim within a reasonable time after the City becomes aware of it, and the Contractor is afforded an opportunity to participate in the defense of such claim. In such event, no negotiated settlement agreement shall be binding on the Contractor without the Contractor's concurrence.

**21. Waivers And Severability:** All conditions, covenants, duties and obligations contained in this Contract can be waived only by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.

**22. Amendments:** No amendment to this Contract shall be effective unless it is signed by authorized representatives of both parties and complies with all other regulations and requirements of law.

**23. Entire Agreement:** The parties understand and agree that this Contract and attachments (if any), which includes all Contract Documents, supersede all other verbal and written agreements and negotiations by the parties relating to the services under this Contract.

**24. Notice:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing addressed to the persons and addresses indicated in the caption of this Contract on page 1.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in two (2) original copies on the day and year first above written.

OWNER:

CONTRACTOR:

\_\_\_\_\_

\_\_\_\_\_

Its Duly Authorized Agent

Its Duly Authorized Agent

Approved as to form:

\_\_\_\_\_  
Thomas J. Londregan, Esq., Director of Law

Date Signed \_\_\_\_\_

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, as Principal  
(hereinafter called Principal) and \_\_\_\_\_  
as Surety, (hereinafter called Surety) are held and firmly bound unto \_\_\_\_\_  
\_\_\_\_\_ as Obligee (hereinafter called Owner), for the use and  
benefit of claimants as herein below defined;  
in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_  
\_\_\_\_\_) for the payment whereof the Principal and Surety bind themselves, their heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated \_\_\_\_\_ entered into a Contract with the  
owner for \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that, if the said Principal shall promptly pay for all materials furnished and labor supplied or performed in the prosecution of the work included in and under the aforesaid Contract, whether or not the material or labor enters into and becomes a component part of the real asset, then this obligation shall be null and void otherwise it shall remain in full force and effect.

PROVIDED, that any alterations which may be made in the terms of the Contract or in the work to be done under it, or the giving by the Owner or any other forbearance on the part of either the Owner or the Principal to the other shall not in any way release the Principal and the Surety or either or any of them, their heirs, executors, administrators, successors or assigns from their liability hereunder, notice to the Surety for any such alterations, extension or forbearance being hereby waived.

Any party, whether a subcontractor or otherwise, who furnished materials or supplies or performs labor or services in the prosecution of the work under said Contract, and who is not paid therefore, may bring a suit on this Bond in the name of the person suing, prosecute the same to a final judgment and have the execution thereon for such sum as may be justly due.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
(Corporate Principal)

Attest:

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_ By

\_\_\_\_\_  
Affix  
Corporate  
Seal

\_\_\_\_\_  
(Corporate Surety)

Attest:

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_ By

\_\_\_\_\_  
Affix  
Corporate  
Seal

Countersigned  
by \_\_\_\_\_

Attorney-in-Fact, State of \_\_\_\_\_, Power-of- Attorney for person signing for  
Surety Company must be attached to Bond.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ as Principal, hereinafter called Contractor, and \_\_\_\_\_ as Surety, hereinafter called Surety, are held and firmly bound unto \_\_\_\_\_ as Obligee, hereinafter called Owner, in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contract has by written agreement dated \_\_\_\_\_ entered into a Contract with Owner for \_\_\_\_\_

\_\_\_\_\_ which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that, if Contractor shall promptly and faithfully perform said Contract, including such remedial work as may be required under the guaranty during the period of guaranty and shall certify in writing that all wages paid under said Contract to any mechanic, laborer or workman were equal to the rates or wages customary or then prevailing for the same trade or occupation in Connecticut, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- (1) Complete the Contract in accordance with its terms and conditions, by another Contractor acceptable to the Owner, said other Contractor to act as an agent for the Surety, or
- (2) Obtain a Bid or Bids for submission to the Owner for completing the Contract in accordance with its terms and conditions, and upon determination by the Owner and Surety of the lowest responsible Bidder, arrange for a Contract as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price, but not exceeding, including, other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The terms "balance of the contract price", as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract and any amendments thereto, less the amount properly paid by the Owner to the Contractor.

Unless otherwise required by law, any suit under this Bond must be instituted before the expiration of one (1) year from the date on which the guaranty period under the Contract expires.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators and successors of the Owner.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents signed by its undersigned representative, pursuant to authority of its governing body.

No extension of time or other modification of this Bid Bond shall be valid unless agreed in writing by the parties to this Bond.

\_\_\_\_\_  
(Corporate Principal)

Attest:

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_

By

\_\_\_\_\_  
Affix  
Corporate Seal

\_\_\_\_\_  
(Corporate Surety)

Attest:

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_

By

\_\_\_\_\_  
Affix  
Corporate Seal

Countersigned  
by \_\_\_\_\_

Attorney-in-Fact, State of \_\_\_\_\_, Power-of- Attorney for person signing for Surety Company must be attached to Bond.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of the Corporation named as Principal in the within bond; that \_\_\_\_\_ who signed the said bond on behalf of the Principal was then the \_\_\_\_\_ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said corporation by authority of this governing body.

\_\_\_\_\_  
Affix  
Corporate Seal

Title \_\_\_\_\_

# **BID FORMS**





# City of New London

Department of Finance-Purchasing Agent  
 13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## Bid Proposal Form Page 1 of 2

<b>Bid No.:</b> 2007-11	<b>Bid Opening Date:</b> April 23, 2007	<b>Bid Opening Time:</b> 2:00 P.M.	<b>Bid Surety:</b> 10 %	<b>Date Issued:</b>
----------------------------	--	---------------------------------------	----------------------------	---------------------

Commodity Code/Sub-Commodity Code and Description:

**Replacement of the Gymnasium Floor in the Martin Center, 120 Broad Street, New London, CT**

**REQUEST FOR PROPOSALS:** Pursuant to the provisions of Section 2-69 of the Code of Ordinances of the City of New London, sealed proposals will be received by the Purchasing Agent for the City of New London, at the address above for furnishing the commodities and/or services herein listed.

**IMPORTANT:** Both pages of this form must be completed, signed and returned by the proposer as part of the proposal package.

**NOTE:** Proposer means Individual/Sole Proprietor, Partnership or Corporation name.

Section 1 of 3 – Proposer Information

<b>Complete</b> Company Name (Trade Name, Doing Business As)		SSN or FEIN
Company Address	Street	City State Zip Code
Contact Name (Typed or Printed)	Telephone Number (Include Toll-Free Numbers)	FAX Number
Written Signature of Person Authorized to Sign Proposals on Behalf of the Above Named Company		Date Executed
<b>SIGN HERE</b>		
Type or Print Name of Authorized Person	Title of Authorized Person	
Company's E-Mail Address	Company's Web Site	
Is Your Business a: <input type="checkbox"/> Proprietorship (Individual), <input type="checkbox"/> Partnership or <input type="checkbox"/> Corporation? (Type of Corporation - )		
Is Your Business <b>Currently</b> a State of Connecticut Certified Small Business? <input type="checkbox"/> Yes (Attach Certificate Copy to Bid) <input type="checkbox"/> No		
If your business is a <b>Partnership</b> , you must attach the names and titles of all partners to this bid when returned.		
If your business is a <b>Corporation</b> , in which State are you incorporated?		
Is your business reportable to the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a 1099W2 will be mailed to you at year end.		
<b>Remittance Information:</b> In this box indicate the Remittance Address of your business if different from above.		



# City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## Bid Proposal Form

Page 2 of 2

Section 2 of 3 Important Information for Proposers

**AFFIRMATION OF PROPOSER: The undersigned proposer affirms and declares:**

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the Standard Proposal and Contract Terms and Conditions of current issue and in effect on the date of bid issue. These Standard Proposal and Contract Terms and Conditions are made a part of the contract.
2. That should any part of this proposal be accepted in writing by the City of New London within thirty (30) days from the date of proposal opening unless and earlier for acceptance is specified by the proposer the proposal schedule, said proposer will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices proposed, and in compliance with the provisions of the STANDARD PROPOSAL AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATIONS, PROPOSAL SCHEDULE AND SPECIAL PROPOSAL AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of thirty (30) days or an earlier date specified by the proposer in the proposal schedule, such award shall be conditioned on the proposer's acceptance.
3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the City of New London at the prices bid therein.
4. **Should the Purchasing Agent determine that the proposer has not completed Section 1 – Proposer Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this proposal.**

Section 3 of 3 – Proposer Debarment and/or Suspension

The undersigned proposer further affirms and declares that neither the proposer and/or any company official nor any subcontractor to the proposer and/or any company official has received any notices of debarment and or suspension from contracting with the State of Connecticut or the Federal Government.

Yes  No

The undersigned proposer further affirms and declares that neither the proposer and/or any company official nor any subcontractor to the proposer and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

Yes  No

If the undersigned bidder and/or company official or any subcontractor to the proposer and/or any company official **has** received notices of debarment and/or suspension from contracting with the State of Connecticut, other states within the United States or the Federal Government, said notices must be attached to this document when submitting this proposal.

Number of notices attached \_\_\_\_\_



# City of New London

Department of Finance-Purchasing Agent  
 13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

## Bid Schedule

<b>Bid No.:</b> 2007-11
----------------------------

William R. Hathaway  
 Purchasing Agent

(860)447-5215  
 Telephone Number

<b>BID SCHEDULE</b> <b>for Bid No. 2007-01</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>
---

DELIVERY:	
TERMS:	CASH DISCOUNT: %
	Days

Payment terms are **Net 45 days**. Any deviation may result in bid rejection.  
 Proposal prices shall include transportation charges FOB City of New London.

Page 1 of 1

BIDDER NAME:
SSN or FEIN:

Item No.	Description of Commodity and/or Services	Est. Quantity	Unit of Measure	Unit Price	Total Price
1.	Removal and disposal of the existing hardwood maple floor	6,100	Sq. Ft.		
2.	Installation, painting and finishing a new hardwood maple floor as specified.	6,100	Sq. Ft.		

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_

\_\_\_\_\_ as Principal, and \_\_\_\_\_  
a corporation duly organized under the laws of the State of \_\_\_\_\_ as Surety are held and  
firmly bound unto the **City of New London, 181 State Street, New London, CT 06320**, hereinafter called the  
"Owner" in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the  
payment of which sum well and truly to be made, the said Principal and Surety, bind ourselves, our heirs, executors,  
administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid dated \_\_\_\_\_ for **Replacement of the Hardwood  
Gymnasium Floor in the Martin Center, 120 Broad Street, New London, CT.**

NOW THEREFORE, if the Owner shall accept the bid of the Principal and the Principal shall enter into a Contract with the Owner in accordance with  
the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the  
faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure  
of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Owner the difference not to exceed the penalty  
hereof between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform  
the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 200.

(Seal)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Title)

Attorney-in-Fact, State of \_\_\_\_\_, Power-of-Attorney for person signing for  
Surety Company must be attached to Bond.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_  
\_\_\_\_\_, of the Corporation named as Principal in the within bond; that \_\_\_  
\_\_\_\_\_ who signed the said bond on behalf of the Principal was then the \_\_\_\_\_  
\_\_\_\_\_ of said corporation; that I know his signature, and his signature  
thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said corporation by  
authority of this governing body.

\_\_\_\_\_ Affix  
Corporate  
Seal

Title \_\_\_\_\_





Statement of Bidder's Qualifications

All items and questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information it desires.

1. Name of Bidder \_\_\_\_\_  
\_\_\_\_\_
2. Permanent main office address \_\_\_\_\_  
\_\_\_\_\_
3. When organized \_\_\_\_\_
4. If corporation, where incorporated \_\_\_\_\_
5. Number of years have you been engaged in the contracting business under your present firm or trade name \_\_\_\_\_
6. Contracts on hand: (Schedule these showing amount of each contract and the appropriate anticipated dates of completion) \_\_\_\_\_  
\_\_\_\_\_
7. General character of work performed by your company \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever failed to complete any work awarded to you? If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
9. Have you ever defaulted on a contract? If so, where and why? \_\_\_\_\_  
\_\_\_\_\_
10. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed (use a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_
11. List your major equipment available for this Contract \_\_\_\_\_  
\_\_\_\_\_
12. List your experience in work similar to this project \_\_\_\_\_  
\_\_\_\_\_
13. List the background and experience of the principal members of your organization, including officers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



14. List the work to be done by Subcontractors and summarize the dollar value of each Subcontract

\_\_\_\_\_

15. Credit available \$ \_\_\_\_\_

16. Give Bank reference \_\_\_\_\_

17. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? \_\_\_\_\_

18. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated \_\_\_\_\_ (Name of Bidder)

By \_\_\_\_\_

Title \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ being duly sworn deposes and says that (s)he is \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_, and that the answers to the foregoing items and questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 2007

\_\_\_\_\_  
(Notary Public)

My Commission expires \_\_\_\_\_

AFFIRMATIVE ACTION POLICY STATEMENT  
**(must be submitted on your firm's letterhead)**

It has always been the policy and will continue to be the strong commitment of \_\_\_\_\_ and all contractors and subcontractors who do business with this City to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. \_\_\_\_\_ will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, and criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. \_\_\_\_\_, and its subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of - the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (nondiscrimination under federal contracts), Act I, Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of Blind (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition. of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities ( 46 - 77), Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (36-436 through 439), Title I of the State and Local Fiscal Assistance Act of 1972.

This Affirmative Action Policy Statement re-affirms my personal commitment to the principles of Equal Employment Opportunity.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Authorized Signer

CERTIFICATION OF BIDDER REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 Part II, Section 203(b), (30F.R. 1231925). The implementing rules and regulations provide that any bidder or prospective contractor, or any of its proposed subcontractors, shall state whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Bidder's Name \_\_\_\_\_

Address and Zip Code \_\_\_\_\_

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

Yes ( ) No ( ) If answer is yes, identify the most recent contract.

2. Compliance reports were required to be filed in connection with such contract or subcontract

Yes ( ) No ( ) If answer is yes, identify the most recent contract.

3. Bidder has filed all compliance reports due under applicable instructions, including SF. 100.

Yes ( ) No ( ) Not Required ( )

4. If answer to Item 3 is "No" please explain in detail on reverse side of this Certification.

Certification - The information above is true and complete to the best of my knowledge and belief. A willfully false statement is punishable by law (U.S. Code, Title 18, Section 1001).

\_\_\_\_\_  
Name and Title of Signer (Please Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CERTIFICATION OF NON-SEGREGIATED FACILITIES

This Bidder certifies that he does not maintain or provide his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any locations, under his control, where segregated facilities are maintained. The Bidder agrees that a breach of his certification will be a violation of the Equal Opportunity clause and any Contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where he has obtained identical certification from proposed Subcontractors for specific time periods) he will obtain identical certifications from proposed Subcontractors prior to the award of Subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have already submitted identical certifications for the specific time periods):

“Notice to prospective subcontractors of requirements for non-segregated facilities. A certification of non-segregated facilities must be submitted prior to the award of a subcontract exceeding the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e. quarterly, semi-annually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. Paragraph 1001.

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

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

\_\_\_\_\_