

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
BOARD OF FIRE COMMISSIONERS
INVITATION TO BID
Quaker Hill Siding Replacement
Bid # 09-128**

The Purchasing Agent will receive sealed bids for **Quaker Hill Siding Replacement– Quaker Hill Fire Station, 17 Old Colchester Rd, Quaker Hill CT**, until 2:00 p.m. on Wednesday, January 14, 2009. A mandatory Pre-Bid Conference and walk-through will be held on Wednesday January 7, 2008 at 2:00 p.m. at the Quaker Hill Fire Station. All potential bidders are required to be at this meeting. Bids must be submitted in a sealed envelope that is clearly marked **SEALED BID Quaker Hill Siding Replacement with bid number, time of bid opening and date. Bids may be mailed or hand-delivered to the Purchasing Office, Town of Waterford, 15 Rope Ferry Road, Waterford, CT 06385, where they will be publicly opened in the Louise B. Appleby Room.** Bidding Documents and information about the bid is available at <http://www.waterfordct.org/depts/finance/purchasing.htm> or may be picked up at the Finance Office 15 Rope Ferry Rd Waterford, Connecticut. Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent 440-0540. The Board of Fire Commissioners reserves the right to reject any or all bids, in whole or in part, and to waive any informality in any bid when such action is deemed to be in the best interest of the Town; their decision is final.

Kate Rotella
Purchasing Agent
December 21, 2008

SCOPE AND REQUIREMENTS

SUMMARY

This project consists of removal and replacement of existing siding at the Quaker Hill Fire Station located at 17 Old Colchester Rd, Quaker Hill CT.

SPECIFICATIONS

- Remove existing aluminum siding, vinyl siding, aluminum trim work, and vinyl trim work.
- All existing original wood siding to be removed to the original wood sheathing.
- Furring strips attached to concrete block walls or used as build-out on wooden walls to be removed if no longer needed or re-secured/replaced as needed.
- All wooden walls to be wrapped in Tyvek installed according to manufacturers recommendations.
- All walls to be covered with $\frac{3}{4}$ " Styrofoam insulation with a foil face on both sides of the insulation. Insulation to be placed between the furring strips over the concrete block wall.
- All windows to be wrapped with vinyl trimwork or wood casing covered by PVC coated aluminum coil stock such that all windows look as architecturally similar as possible.
- All exterior trimwork to be covered with PVC coated aluminum coil stock or to be made of vinyl, color to be specified by the Quaker Hill Fire Station.
- All soffit material shall be a invisivent style, color to be specified by the Quaker Hill Fire Station.
- Front façade of building to be sided with Certainteed Cedar Impressions T5 Straight Edge Perfection Shingles (.100 thick), color to be specified by the Quaker Hill Fire Station.
- Left, rear, right sides of building to be sided with Certainteed Monogram 46 D-5 (double 5" exposure) RC (rough cedar) texture vinyl siding or equivalent. Installer should plan layout to minimize overlapping joints and where possible, practical, and cost effective substitute Certainteed Monogram 46L D-5 RC vinyl siding or equivalent. Color(s) of siding to be specified by the Quaker Hill Fire Station.
- As needed, existing aluminum gutters to be removed and new aluminum gutters, seamless, .032" thick, to be installed. All leader pipes to be removed and replaced with new at conclusion of siding installation. Color(s) of gutters and leader pipes to be specified by the Quaker Hill Fire Station.

- Heavy-duty vinyl shutters to be installed for windows on front façade and left side of building. Color to be specified by the Quaker Hill Fire Station.
- Louvers on building to be replaced with vinyl louvers as needed to maintain proper building ventilation. Color to be specified by the Quaker Hill Fire Station.
- All material removed from building to be loaded in a dumpster or container and work site to be cleared of debris on a daily basis during project.
- All installation shall be in accordance with the manufacturer's instructions/recommendations in addition to compliance with the Town of Waterford regulations.

Final Cleaning

Prior to completion of the work, the contractor shall:

- A) Schedule a final cleaning for Owner's approval and acceptance of a completely clean work.
- B) Remove from the job site all tools, surplus materials, equipment, scrap, debris and waste.
- C) Dispose of all debris in accordance with local regulations.

TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

1. Sealed bids **(one original and two copies)** on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids must be submitted in a sealed envelope that is clearly marked **SEALED BID FOR Name of Bid with bid number, time of bid opening and date**. Bids may be mailed or hand-delivered to the Finance Office, Purchasing Agent Town of Waterford, 15 Rope Ferry Road, Waterford, CT 06385, where they will be publicly opened.
2. Whenever it is deemed to be in the best interest of the Town, the Board of Selectmen shall have the right to accept or reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Waterford.
3. The award will be on the basis of qualified, lowest bidder to meet specifications unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.

10. **THIS ITEM WAIVED** Each bid must be accompanied by a bid bond payable to the Town for five percent (5%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Waterford will not be liable for the accrual of any interest on any certified check submitted.
11. A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items. This submission must be received within five days of contract award. 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 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 their signature. Signatures of two 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. *At the discretion of the Town, a bank certified check or passbook account held jointly in the name of the awardee and the Town of Waterford may be allowed in lieu of a 100% Performance and Payment Bond. The Town will not be liable for any interest accrued should a bank certified check be used. If a joint passbook account is approved, accrued interest and principal will be returned to the awardee upon successful completion of the project.*
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.

14. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
15. By submitting a proposal, Vendors certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
16. **IF APPLICABLE** the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.
17. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
18. Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates to the Bid.

Rights Reserved To the Town and/or the Fire Commission

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

INSURANCE

The bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.**

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

1. Insurers must have an A.M. best rating of A-VII or better and admitted to conduct business in the State of Connecticut.
2. General Liability:
 - a. Bodily Injury and Property Damage - \$1,000,000/Occurrence
 - b. Products/Completed Operations Aggregate Bodily Injury and Property Damage – \$2,000,000
 - c. Commercial General Liability (1986 Form)
 - d. Products & Completed Operations
3. Automobile Liability:
 - a. \$1,000,000 Combined Single Limit
 - b. Owned, Hired and Non-Owned
4. Workers' Compensation as required by the State of Connecticut
5. Commercial Umbrella - \$2,000,000 Limit
6. Name the Town of Waterford as Additional Insured
7. 30 Days Notice of Cancellation
8. Subcontractors: It is the responsibility of the Contractor to be sure that all their subcontractors procure and maintain the same insurance required of the Contractor.

The bidder shall direct its Insurer to provide a Certificate of Insurance to the Town of Waterford before any work is performed. The Certificate shall specify that the Town of Waterford shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

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**PROPOSAL FORM
Quaker Hill Siding Replacement
Bid # 09-128**

Please attach any SUPPLEMENTARY information to this Bid Form.

VENDOR NAME AND ADDRESS

PRINTED NAME AND TITLE OF VENDOR'S AGENT

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I _____, _____ of the
Name Position
above named firm hereby submit the following Proposal in accordance with Town of Waterford specifications.

SIGNATURE

DATE

\$ _____
TOTAL BID AMOUNT

Project Start Date: _____ Project End Date: _____

COMMENTS

Please attach additional sheets to the Proposal Form.

CONTRACTOR INFORMATION SHEETS

(These sheets must be completed and included with Bid)

COMPANY NAME: _____

ADDRESS: _____

ESTABLISHED: _____

(Month) (Year)

TYPE OF ORGANIZATION: *(Circle One)*

A) Individual

B) Partnership

C) Corporation D) Joint Venture

E) Other _____

(Specify)

(If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS

YEARS OF WORK IN A RELATED FIELD: _____

(Described Any Related Work)

USE OF SUBCONTRACTORS:

To provide all the services listed in the specifications, would any services be handled by subcontractors? _____ Yes/No If "Yes", please explain:

Subcontractor Name(s): _____

PROJECT MANAGER: