

**TOWN OF MIDDLEBURY  
NOTICE OF BID  
HVAC Services**

The Town of Middlebury seeks an agreement with a qualified individual, firm or corporation to provide hourly rates for HVAC Services at Town owned buildings or properties on an as needed basis. Bids will be received by Robin Stanziale, Chief Financial Officer, Middlebury Town Hall, 1212 Whittemore Road, Middlebury, Connecticut, until **9:00 a.m. on June 11<sup>th</sup>**, at which time they will be publicly opened and read aloud in the Conference Room on the third floor of the Town Hall.

All information for Bidders, Bid Proposal Form, Specifications and other contract documents may be obtained or examined Monday – Friday from 9:00am to 3:00pm at the Finance Department, 1212 Whittemore Road, Middlebury, Connecticut 06762. Proposals must be submitted on the forms provided and submitted in a sealed envelope plainly marked "**HVAC Services 2020**".

To receive consideration, bids must be delivered to Robin Stanziale, Chief Financial Officer no later than the day and hour mentioned above. The Town of Middlebury reserves the right to accept or reject any or all bids; to waive any informality; or to accept any bid deemed in the best interests of the Town of Middlebury. The successful bidder will be required to provide a Certificate of Insurance naming the Town of Middlebury as an additional insured, and a completed W-9 form. All bids will be considered valid for a period of sixty (60) days from the date and time of opening.

**INFORMATION FOR BIDDERS**

**BID OPENING DATE:**

- All bids must be in a sealed envelope and received prior to the bid opening. Bids will be opened and read aloud at the Conference Room on the third floor of Town Hall, 1212 Whittemore Road, Middlebury, CT. 06762.

**PREPARATION OF PROPOSALS:**

- Proposals must be made upon the forms provided herein. All spaces in the Bid Proposal must be filled in correctly.
- The Bidder must present the prices for which he proposes to complete each item of the work contemplated. In case of a discrepancy where both words and the numerals are requested, the words shall govern. The Bidder shall sign his Proposal, if the Bid Proposal is made by a firm, partnership, or corporation, the Bid Proposal must be signed by an official of the firm, partnership, or corporation that has authorization to sign contracts, and must include the business address and business telephone number, partnership, or corporation, failure to do so may disqualify the bid.
- The Town of Middlebury is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.

- Corrections and/or modifications to bid proposals received after the closing time specified will not be accepted.
- Each Bid Proposal must be submitted in a sealed envelope clearly marked on the outside "**HVAC Services 2020**" and addressed to:

Robin Stanziale  
Chief Financial Officer  
Town of Middlebury  
1212 Whittemore Road  
Middlebury, CT 06762

#### **SUBMISSION OF BID PROPOSALS:**

- All bid proposals and literature shall be submitted on/attached to the proposal form contained herein.
- Descriptive literature containing complete specifications must accompany each bid. If a bidder wishes to furnish additional information, more sheets may be added.
- Bid proposals shall be delivered by traditional method of mail or hand delivery.  
**Bid proposals delivered via fax will not be considered or accepted!**

#### **BID WITHDRAWAL:**

- Bidders may withdraw their proposals at any time prior to the bid opening date. Withdrawals of bids shall be in writing and formally received, dated and time stamped and be recorded by Robin Stanziale, Chief Financial Officer prior to the date and time of the bid opening.
- No Bidder shall withdraw, cancel or modify their proposal for a period of sixty (60) days after the bid opening.

#### **BIDDER QUALIFICATIONS:**

- Bidder must be a licensed plumber with the State of Connecticut.
- In determining the qualifications of a bidder, the Town of Middlebury may consider his record in the performance of any contracts for similar work into which he may have previously entered.
- The Town expressly reserves the right to reject the bid of any bidder if it is disclosed that such bidder, in the opinion of the Town, has not properly performed such contracts or has habitually, and without just cause, neglected the payment of bills or has otherwise disregarded his obligations to subcontractors, suppliers, state or local codes, men or employees of subcontractors.
- The Town may make such investigation as they deem necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified, or that such bidder misrepresented material facts in the bid documents.

**USE OF SUBCONTRACTORS:**

- Bidders shall not sublet projects to a third party vendor. The Town seeks to do business directly with a licensed HVAC contractor who will remain onsite for the duration of the project or designate a lead person on staff to be the Town's point of contact.

**DISQUALIFICATION OF BIDDERS:**

- More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the same work will cause the rejection of all proposals in which such Bidder is interested.
- Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders and all participants in such collusion will not be considered in future proposals for the same work.
- Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to competent Bidders licensed to perform the class of work contemplated.

**PAYMENT:**

- The Town, after inspection and acceptance of workmanship, and in consideration of the faithful performance by the Bidder of all covenants, promises, and agreements contained herein, agrees to pay the Bidder for the full completion by him of the work embraced in this Contract, within (30) Thirty Days of the receipt of the final invoice.
- Bid prices will be considered as total, if no discount is shown.
- The successful bidder shall include the job name, job address, and reference to the corresponding purchase order number when submitting an itemized invoice to the Town of Middlebury for the work as described herein after the completion of the work.
- The successful bidder shall submit invoices to the following address:

Town of Middlebury  
Accounts Payable Dept.  
1212 Whittemore Road  
Middlebury, CT 06762

**IT IS UNDERSTOOD AND AGREED THAT SHOULD A BID BE ACCEPTED, IT WILL AUTOMATICALLY BECOME THE CONTRACT.**

- Notification of the bid award will be made by issuance of a purchase order.
- Bidders are to list their bids on the appropriate attached sheets. Bidders may attach a letter of explanation but a clear notification should be made on the standard bid sheets at the appropriate point of explanation that there is a letter of explanation is attached.

**SALES TAX:**

- The Town of Middlebury will furnish the successful Bidder with the sales tax exemption authorization number.

**CARE AND PROTECTION OF PROPERTY:**

- The Successful Bidder shall take particular care to avoid damages to all private and public property.
- The Successful Bidder shall make good any damages to public or private property to the satisfaction of the Town. There shall be no additional compensation from the Town for the repair or restoration of damaged property or vehicles owned by or caused by the successful bidders work.

**AWARD:**

- The Town of Middlebury reserves the right to enter into an agreement or a purchase order with a single award or split the award.
- The Town of Middlebury reserves the right to accept or reject any or all bids to best serve its interests, or to hold the bids for sixty (60) days before decision is made. The Town reserves the right to reject any and all bids (or any part thereof), to waive defects in proposals, or to accept any proposal deemed to be in its best interest.

**TERM:**

- This contract will begin on July 1, 2020 and run through June 31, 2021. The Town of Middlebury reserves the right to renew this contract up to four (4) additional, one (1) year periods at the mutual consent of both parties.

**INSURANCE REQUIREMENTS:**

- A. Commercial General Liability:
  - Each Occurrence: \$1,000,000
  - Personal/Advertising Injury per Occurrence: \$1,000,000
  - General Aggregate: \$2,000,000
  - Product/Completed Operations Aggregate \$2,000,000
  - Fire Damage Legal Liability \$ 100,000
- B. Automobile Liability:
  - Each Accident: \$1,000,000
  - Hired/Non-Owned Auto Liability \$1,000,000
- C. Owners, Contractors Protective Liability, \$1,000,000 per occurrence. The contractor will provide the Town with an original document of the full policy.
- D. Worker's Compensation and Employer's Liability as required by the State of Connecticut.
- E. "Claims Made" coverage is unacceptable, with the exception of Professional Liability.

- F. The "Town of Middlebury" shall be named as additional insured on the contractor's general liability and automobile liability Certificate of Insurance. Said certificate shall clearly indicate service provided or some easily identifiable reference to the relationship to the Town of Middlebury and indicate a thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.
- G. All insurance is to be provided by a company authorized to issue such insurance.

**GUARANTEE:**

- The Successful Bidder shall unconditionally guarantee for a period of one (1) year from the bid opening and award on all workmanship and installation. If within the guarantee period there are any defects or signs of deterioration due to workmanship the bidder shall repair, adjust or replace the item(s) to the complete satisfaction of the Town of Middlebury. These repairs, adjustments, or replacements are at the sole expense of the Successful Bidder and shall be made to the satisfaction of the Director of Public Works and performed at times acceptable to the Town.

**NONDISCRIMINATION IN EMPLOYMENT:**

- The Town of Middlebury is an Equal Opportunity Employer and the successful bidder shall agree and warrant that, in the performance of this contract, he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, or national origin in any manner prohibited by State, Federal, County, or Municipal law.

**ADDITIONAL INFORMATION TO BIDDERS:**

- Upon request bidders shall provide a list of references for plumbing projects performed within the last five years in the State of Connecticut.

**MATERIALS:**

- Materials will be purchased by the Town of Middlebury.

**SCOPE OF WORK:**

- The successful bidder shall provide on-site services including all tools, gauges and equipment in addition to labor necessary to perform the work being contemplated for various projects for the Town of Middlebury on an as needed basis.
- No additional charges other than the hourly labor rate charges will be allowed.
- Hourly labor rate charges will only be allowed for time spent on the job. No port to port charges will be considered or allowed.

**WORKMANSHIP:**

- All craftsmanship shall be of the highest quality. Any work determined to be below the highest standards of the particular craft involved will not be accepted,

and will be corrected and/or replaced as required by the Director of Public Works or his designee.

**QUESTIONS:**

- Questions pertaining to scope of work should be emailed to Dan Norton, Public Works Director, at [dnorton@middlebury-ct.org](mailto:dnorton@middlebury-ct.org)
- To request copies of bid specs, please email Connie Brunswick, Finance Assistant, at [cbrunswick@middlebury-ct.org](mailto:cbrunswick@middlebury-ct.org)

# Town of Middlebury

## BID PROPOSAL SHEET HVAC Services

BIDDER'S BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Print Name)

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**NOTE:** The Town of Middlebury is requesting bids for multi-year pricing but reserves the right to eliminate any item or any portion of the work which it deems not to be in its best interest.

HVAC SERVICES	TECH	JOURNEYMAN	APPRENTICE
HOURLY RATE			
OVERTIME HRLY RATE			
HOLIDAY HRLY RATE			
OTHER HRLY RATE			
How Many on a Typical Crew			
Normal Work Week Days/Hours			
Minimum Number of Hours Per Day Required			