

TOWN OF MIDDLEBURY

Department of Public Works

The Town of Middlebury, Department of Public Works is requesting bid pricing for the **Renovations and Alterations for ADA Compliance** of four lavatories at the Shepardson Community Center located at 1175 Whittemore Rd., Middlebury CT 06762. Bids will be received by Robin Stanziale, Chief Financial Officer, Middlebury Town Hall, 1212 Whittemore Road, Middlebury, Connecticut, until **10:00am on June 24, 2020**.

All information for Bidders, Bid Proposal Form, Specifications and other contract documents may be examined on the Town of Middlebury website. Plans and Specifications can also be emailed upon request. **Printed drawings and Specifications are the bidder's responsibility.** Proposals must be submitted on the forms provided in a sealed envelope plainly marked **"Shepardson Community Center of (4) Four Lavatories: Renovations and Alterations for ADA Compliance"**.

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 contractor 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.

ADVERTISEMENT: Newspaper (Sunday, June 7, 2020.)

PRE-BID MEETING:

Pre-Bid meetings are by appointment only on June 10th, 11th, 15TH and 16th, 2020 beginning at 10:00AM and ending at 2:00PM. Not more than (1) contractor at a time can be scheduled due to Covid – 19 Distancing Requirements.

Appointment scheduling contact:

Peter C. Vaccarelli, DPW

pvaccarelli@middlebury-ct.org

(203)-577-4170

Potential bidders are strongly advised to **schedule a pre-bid meeting**. No additional charges will be allowed for site conditions once bid is accepted. Access times to the location are limited to scheduled pre-bid meetings.

Location: Shepardson Community Center, 1175 Whittemore Rd., Middlebury, CT 06762.

Lower Level Double Door Entrance.

BID OPENING DATE: Thursday, June 24, 2020

All bids must be in a sealed envelope and received prior to the bid opening. Bids shall be opened by Robin Stanziale, Chief Financial Officer, Town Hall, 1212 Whittemore Road, Middlebury, CT. 06762. This is not a Public Opening due to Covid-19 Distancing Requirements.

MINIMUM 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. 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.
- F. All insurance is to be provided by a company authorized to issue such insurance.

PREPARATION OF BID PROPOSALS:

- Each Bid Proposal must be submitted in a sealed envelope clearly marked on the outside **"Shepardson Community Center Lavatories** and addressed to:
Robin Stanziale, Chief Financial Officer
Town of Middlebury
1212 Whittemore Road
Middlebury, CT 06762

BID PROPOSAL 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, CFO 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.
- The Town will evaluate each proposal to determine if the bidder has demonstrated experience for performing the required service, if they are properly licensed and permitted, if they have the proper credentials in both sufficiency and rating to perform the work, and if references support the quality, courteous, efficient and professional service expected as part of the contract.

- Contract will be awarded to the responsible Qualified Bidder submitting a valid and complete response to this bid request and complying with the conditions of these specifications that will net the Town of Middlebury the highest possible value for these commodities. Bidder to whom the award is made will be notified at the earliest possible date.
- The Town of Middlebury reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection or waiver is in its interest. Additionally, the right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the Bidder is qualified to properly carry out the terms of the Contract.

CONTRACT TIME LIMIT:

The anticipated construction time is Four (5) months (150 Calendar Days). The Town further reserves the right to cancel the contract after giving a 30 day written notice to do so.

PAYMENT:

The successful bidder shall submit application for payments to the following address:

Town of Middlebury
Finance Department
1212 Whittemore Road
Middlebury, CT 06762

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.

USE OF SUBCONTRACTORS:

- Each bidder contemplating the use of any subcontractor shall submit a list of subcontractors as listed on the appropriate form.
- The apparent low bidder shall file with the Town of Middlebury, within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who they plan to actually perform major portions of the work. *This in no way restricts or limits the requirement that all subcontractors must be approved by the Town of Middlebury.*
- Subcontractors listed on the appropriate form or those previously approved may not be changed without the approval of the Director of Public Works.

. BID FORMS:

These specifications include a complete set of Bid and Contract Forms which are for the convenience of Bidders. This package, in its entirety, will make up the Contract Agreement and all the required Bid Forms are to be filled out, signed, dated and stamped (if required) at the time of Bidding.

- Collusive Agreement: Each Bidder submitting a Bid to the Town of Middlebury for the work contemplated by the Documents on which bidding is based, shall execute and attach thereto, the Non-Collusion Affidavit(s) on the form(s) herein provided, to the effect that he has not colluded with any other person, firm or corporation in regard to any Bid submitted.
- Representations of Contractors: By signing and submitting the attached bidding sheet(s) the Contractor represents and warrants that:
 - He/she is financially solvent and that he/she is experienced in and competent to perform the type of work, or to furnish plant and equipment materials and supplies.
 - That he/she is familiar with all Federal, State, Municipal laws, ordinances, regulations, building codes and OSHA requirements which in any way may affect the work of those employed therein.
 - That he/she has carefully examined the site of the work and that from his own investigation he/she has satisfied themselves about the nature and location of the work, character, quality and quantity of the materials likely to be encountered, as well as the character of equipment and other facilities needed for the performance of the work, the general local conditions and all other conditions which may in any way affect the work.

GUARANTEE:

The Successful Bidder shall unconditionally guarantee for a period of two (2) years from the date of acceptance, all materials, supplies, equipment, and services; including to but not limited to workmanship, delivery and installation. If within the guarantee period there are any defects or signs of deterioration 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.

GENERAL SPECIFICATION QUALIFICATIONS:

- Firms bidding shall have a minimum of three (3) similar projects within the last five (5) years for a Municipal or Governmental Owner. **Bidders shall include a completed AIA Form A305 Contractor's Qualification Statement.** As a part of their Bid.

SCOPE OF WORK:

- The Scope of Work generally consists of the Renovation, Alteration and ADA compliance of four toilet rooms located on the First and Second Floors of the Shepardson Community Center. The work includes selective demolition, concrete work associated with the installation of plumbing, plumbing fixtures, electrical, carpentry, provision of new partitions, ceramic tile, painting, gypsum board and acoustical tile ceilings, toilet partitions, solid-surface countertops, hollow metal frames, wood doors, and door hardware to match existing hardware and as more fully described in the Contract Documents. The Community Center shall remain open during the construction of this Project.

WORK SCHEDULE:

The normal business hours of the Town of Middlebury, Shepardson Community Center is Monday through Friday from 7:00 a.m. to 3:00 p.m. excluding state listed holidays. The work will only be allowed to proceed during normal business hours unless prior arrangements have been made in advance.

The lower level lavatories will start first and will be done simultaneously. The Upper Level Laves will start in the Men's Lav until completion and then begin in the Ladies Lav.

ADMINISTRATIVE REQUIREMENTS:

- Questions should be directed to: Peter C. Vaccarelli, Public Works Assistant Director via e-mail pvaccarelli@middlebury-ct.org or regular mail: 1 Service Road, Middlebury, CT 06762. Questions MUST be received no later than Seven (7) calendar days before the bid opening. In order to be fair to all bidders, questions must be received in written form.
- All bids shall include a completed **W-9 form**, Liability insurance according to Town requirements including a **Certificate of Liability naming the Town of Middlebury as an additional insured. Failure to do so will result in forfeit of bid.**

Proposal Form on Next Page

Proposal Form

**Renovations, Alterations and ADA Compliance of Shepardson Community Center
Lavatories.**

Bid in Numbers \$ _____

Bid in Words _____

Bid in Numbers \$ _____

Bid in Words _____

Bid in Numbers \$ _____

Bid in Words _____

PROPOSAL SUBMITTED BY: _____
(AUTHORIZED CORPORATE OFFICER)

TITLE: _____

SIGNATURE: _____

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

TOWN: _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____

NOTES: This document, in order to be considered valid, must be signed by a principal, officer or owner of the bidding firm. Such signature will attest to the fact that all terms, conditions and specifications have been read, understood and accepted by the bidder.

NON-COLLUSIVE AFFIDAVIT

STATE OF _____)
) **SS.**
COUNTY OF _____)

_____, being first duly sworn, deposes and says:

1. That he/she is _____,
(Owner, Partner, Officer)

and representing _____.
(Name of Firm)

2. Such Proposal is genuine and not a collusive or sham proposal, and;

3. Neither said Offeror nor any of its officers, partners, agents, representatives or parties-in-interest has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any Offeror, firm or person, to submit a collusive or sham Proposal or to refrain from offering in connection with said contract and has not in any manner, directly or indirectly, sought by agreement of collusion, or communications or conference, with any other Offeror, firm or person to fix the Proposal price or process of the attached Proposal or any other Proposal, or to fix any overhead, profit or cost element of said Proposal price, or of that of any other Offeror or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner or any person interested in the proposed contract; and that all statements contained in such proposal are true.

(Individual, Partner, LLC or Corporate Signature) **AFFIX CORPORATE SEAL**

Title

Subscribed and sworn to before me this _____ day of _____, 2020.

Notary Public
My commission expires: _____

NOTARY SEAL