

BID DOCUMENTS for Renovations to the Former Park Ranger Building



Park Ranger Renovations
Department of Public Works
Trumbull, CT
DeCarlo & Doll Inc.
April 30, 2015

FORMER PARK RANGER BUILDING RENOVATIONS
Department of Public Works
Trumbull, CT
D&D Project No. 51877.00

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Department of Public Works
Trumbull, CT
D&D Project No. 51877.00

SECTION 001 – INSTRUCTIONS TO BIDDERS

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, Connecticut (hereinafter referred to as "Town"), through the Office of the Town Purchasing Agent, will accept sealed bids from qualified firms (here-in-after referred to as bidder, contractor, proposer) for **RENOVATIONS TO THE FORMER PARK RANGER BUILDING** located at 326 White Plains Road, Trumbull, CT 06611, in accordance with the attached Drawings and scope of work.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

NOTE: A MANDATORY PRE BID MEETING AND WALK-THROUGH WILL TAKE PLACE ON THURSDAY MAY 14, 2015 AT 10 AM AT THE FORMER PARK RANGER BUILDING 326 WHITE PLAINS ROAD, TRUMBULL, CT 06611.

1. PREPARATION OF BIDS

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids. Bidders may also submit under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope and addressed as follows:

BID NUMBER: # 6122 DUE: May 26, 2015
Purchasing Agent Kevin Bova
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person signing the formal proposal must be so authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period as is specified.

3. BID TIME

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bid received after the due date and time noted above shall not be accepted or opened.

A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

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4. TOWN OPTIONS

- a) The Town reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town and/or of the Public Works Department.
- b) If a bid proposal does not meet or better the required drawings, requirements, or scope of work requested on all points, that information must be outlined in a letter attached to the bid proposal. Otherwise it will be presumed that the bid as proposed is in accordance with the project requirements.

5. TAXES

All purchases made by the Town and/or Public Works Department, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES AND SITE VISITS

All inquiries regarding this request shall be answered up to the close of business on May 19, 2015 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Emanuel Machado, DeCarlo & Doll, Inc. 89 Colony Street, Meriden CT 06451, 203-379-0467 ext. 267, or at Emachado@decarloanddoll.com. Other questions may be directed to the Kevin Bova, Purchasing Agent (203.452.5042). Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

**A MANDATORY SITE VISIT to the existing facility @ 326 White Plains Road, Trumbull, CT 06611
Will be conducted on MAY 14, 2015 at 10 am to verify all field conditions prior to submitting a bid.**

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing after consultation with and approval from the Public Works Department. The award will be based on the Bidder's capability and capacity in all respects to meet, fully satisfy, and perform the Contractual Requirements and Scope of Work in the BID. The Bidder shall have the business integrity and reliability that will assure good faith Performance. TIME is of ESSENCE and will be a key factor on awarding the project. Followed by a Purchase order & a signed contract by selected contractor and The Town of Trumbull.

8. PRICING

- a) Bidders are requested to quote as a complete Building Renovation Project.
- b) All prices quoted are to be firm for a period of at least 180 days following bid opening.
- c) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

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10. HOLD HARMLESS CLAUSE

Bidder agrees to indemnify, hold harmless and defend the Town and Public Works Department from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town and Public Works Department in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. State of Connecticut Prevailing Wage standards apply for this project (attached). All services performed shall also conform to the latest OSHA standards and/or regulations PREVALING WAGES WILL BE NEEDED AND ARE ATTACHED & AVAILABLE ON THE TOWN HALL WEBSITE

12. INSURANCE

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town and the Public Works Department shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$2,000,000	\$5,000,000
Property Damage Liability	\$1,000,000	\$5,000,000
Personal Injury Liability	\$1,000,000	\$5,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Town's Purchasing Department.

13. PROPOSAL AND PAYMENT BONDS

FORMER PARK RANGER BUILDING RENOVATIONS
Department of Public Works
Trumbull, CT
D&D Project No. 51877.00

- a) A Bid Bond payable to the Town must accompany each Proposal for ten (10%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Town will return the bonds of all except the three lowest responsible Proposals. When the Agreement is executed, the bonds of the two remaining unsuccessful Bidders will be returned. The Bid Bond of the successful Bidder will be retained until the Payment Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.
- b) The party to whom the contract is awarded will be required to execute the Agreement and obtain the Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Proposer. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Proposer to execute the Agreement, the Town may, at his option, consider the Proposer in default, in which case the Bid Bond accompanying the proposal shall become the property of the Town.
- c) The Town, upon receipt of acceptable Payment Bond and Agreement signed by the Contractor, shall sign the Agreement and return to the Contractor an executed duplicate of the Agreement within a reasonable period of time. The returned executed Agreement by the Town to the Contractor shall be accompanied with a Notice to Proceed.

14. LIQUIDATED DAMAGES:

Non-compliance with the scheduled completion date of the Contract shall result in engineering charges as follows:

- The Contractor shall pay liquidated damages of **\$500.00 per working day** for each day after 50 Calendar days of receiving "Notice to proceed".

15. LOWEST RESPONSIBLE PROPOSAL

- a) The Town along with the Public Works Department shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the drawings.
- b) Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town along with the Public Works Department reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.
- d) In the event that the lowest responsible qualified proposer fails to execute the Contract and/or fails to provide the required documents within the time period prescribed, the Town and Public Works Department, at its option, may consider the lowest responsible qualified proposer to be in default, in which case the Bid Guarantee shall become the property of the Town.

16. DELIVERY TIME IS OF THE ESSENCE.

Special consideration may be given to bidders that provide an expedited delivery. It is expected that the Work will be completed within 50 calendar days. Bidders who can complete the work sooner shall state expected time to complete the project in Calendar Days.

17. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town or Public Works Department) be secured from any officer or employee of the Town or Public Works Department, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

17. WARRANTY

Selected bidder agrees to warranty all work completed for this requirement for a period of at least twenty-four (24) months starting upon SUBSTANTIAL COMPLETION.

18. STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Public Works Department may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with the Public Works Department reserves the right to reject the proposal of said proposer.

19. SPECIFICATIONS - DRAWINGS

- a) Should any Bidder find discrepancies in the Drawings, or be in doubt as to the exact meaning, they shall notify DeCarlo & Doll at once. DeCarlo & Doll, Inc. may then, at their option, issue Addenda clarifying same. DeCarlo & Doll, Inc. shall not be responsible for oral instructions or misinterpretations of specifications.
- b) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore.
- c) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

20. ADDENDUMS

It is the responsibility of the bidder to verify prior to final submittal of a bid if any ADDENDA to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

21. MISCELLANEOUS

- a) All Contractors shall develop a complete and thorough schedule which demonstrates that the Contractor will be able to complete the project in a timely fashion.

END OF SECTION 001

SECTION 002 – BID FORMS

TOWN OF TRUMBULL, CONNECTICUT
 REQUEST FOR PROPOSAL
 RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

STATEMENT OF QUALIFICATIONS

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Fax: _____ Cell: _____

Schedule A: Prior Similar Projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

Schedule B: Current Similar Projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least four (4) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

FORMER PARK RANGER BUILDING RENOVATIONS
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TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

PROPOSAL

Proposal of _____ (hereinafter called "Proposer, Bidder"); organized and existing under the laws of the State of Connecticut, doing business Town of Trumbull, Connecticut (hereinafter called the Town).

In compliance with the Advertisement for Proposals, Proposer hereby proposes for the RENOVATIONS TO THE FORMER RANGER BUILDING PROJECT, in the Town of Trumbull, Connecticut together with all related incidental and appurtenant work as described in the drawings outlined and/or shown on the exhibits. The work is to be done in strict accordance with the Specifications, within the time set forth therein, and at the prices stated on the Proposal Schedule.

By submission of this Proposal, the Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer hereby agrees to commence work under this contract on or before a date to be specified in the "Notice to Proceed", and to fully complete the Project within fifty (50) consecutive calendar days thereafter.

Proposer further agrees to pay as liquidated damages, the sum of (500.00) five hundred dollars for each consecutive calendar day thereafter till completion of the full contract. Proposer further agrees that he will provide and sustain the required Bonds and Insurance Policies as required.

Proposer understands that the Town reserves the right to reject any or all proposals and to waive any informality in the bidding.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of ninety (180) calendar days after the scheduled closing time for receiving proposals.

Upon receipt of written notice of the acceptance of this proposal, proposer shall execute the formal contract attached within five (5) days and deliver a Surety Bond or Bonds as required in the General Conditions. The Bid Security attached in the sum of _____ Dollars (\$_____) is to become the property of the Town in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Town caused thereby.

Company Name

By (Signature)

Address

Print Name

Title

Date

Telephone/Fax

FORMER PARK RANGER BUILDING RENOVATIONS
Department of Public Works
Trumbull, CT
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TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

PROPOSAL (Continued)

The undersigned hereby declares that in regard to all conditions affecting the work to be done and the labor and materials required, this proposal is based on his investigations and findings, and the Town of Trumbull and Department of Public Works and their officers, agents and employees shall not in any manner be held responsible for the accuracy of, or be bound by any estimates, borings, water or underground conditions relative to the proposed work, indicated in this or in the other contract documents; that no warranty or representation has been made by the Town of Trumbull and Department of Public Works or their officers, agents and employees as to subsurface soil or rock conditions, ground water, or other underground and similar conditions; nor has any representation or warranty been so made that the estimated quantities to be used for comparison of proposals will even approximate the actual quantities or materials and work which the Contractor may be required to furnish or perform.

1. OFFER

Pursuant to and in compliance with the Invitation to Bid relating thereto, the Undersigned has thoroughly reviewed all drawings, requirements, scope of work, standards, and general instructions of Bid Number 6122 together with any addenda issued and received prior to closing time for receipt of Bids and agrees to provide all materials, all labor and all else whatsoever necessary to erect and properly finish all work in accordance with said documents for the above mentioned projects to the satisfaction of the Trumbull and Department of Public Works for the stipulated sum of:

Base Bid (in words) _____

Base Bid (in figures) \$ _____

ALTERNATE 'A'-Ceramic Tile at Toilet Room Walls (in words) _____

ALTERNATE 'A'-Ceramic Tile at Toilet Room Walls (in figures) \$ _____

ALTERNATE 'B'- Waiting Room Chair Rail (in words) _____

ALTERNATE 'B'- Waiting Room Chair Rail (in figures) \$ _____

ALTERNATE 'C'- Carpet Upgrade at Select Rooms (in words) _____

ALTERNATE 'C'- Carpet Upgrade at Select Rooms (in figures) \$ _____

ALLOWANCE 1 - Signage (in words) _____

ALLOWANCE 1 - Signage (in figures) \$ _____

ALLOWANCE 2 - ADA HARDWARE AT ALL DOORS (in words) _____

ALLOWANCE 2 - ADA HARDWARE AT ALL DOORS (in figures) \$ _____

ALLOWANCE 3 - CMU INFILL AT REAR WALL (in words) _____

ALLOWANCE 3 - CMU INFILL AT REAR WALL (in figures) \$ _____

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

PROPOSAL (Continued)

ALLOWANCE 4 - WOOD FRAME INFILL ABOVE ALL WINDOWS (in words) _____
ALLOWANCE 4 - WOOD FRAME INFILL ABOVE ALL WINDOWS (in figures) \$ _____

ALLOWANCE 5 - EXTERIOR SOFFIT & CANOPY: REPAIR & PAINT (in words) _____
ALLOWANCE 5 - EXTERIOR SOFFIT & CANOPY: REPAIR & PAINT (in figures) \$ _____

ALLOWANCE 6 - CONCRETE PAD FOR CONDENSING UNITS (in words) _____
ALLOWANCE 6 - CONCRETE PAD FOR CONDENSING UNITS (in figures) \$ _____

TIME TO COMPLETE THE WORK (in words) _____
TIME TO COMPLETE THE WORK (in figures) _____

Enclosed herewith is the Bid Guaranty (10% of Base Bid minimum), in the form of: () Bid Bond () Certified Check

2. ACCEPTANCE

- This offer shall be open to acceptance for ninety (180) days from the Bid opening date.
- If this Bid is accepted by the Owner within the time period stated above, Undersigned will:
- Execute this Agreement within ten days of receipt of acceptance of this Bid.
- Furnish the required bond (s) within ten days of receipt of acceptance of this Bid.
- Commence work within seven days after written Notice to Proceed or Contract signing.
- If this Bid is accepted within the time stated, and the Undersigned fails to provide the required Bond(s), the Town of Trumbull may charge against the Undersigned the difference between the amount of this bid and the amount for which the contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guaranty.
- In the event this Bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

3. CONTRACT TIME

If this Bid is accepted, the Undersigned will complete all the work per the contract documents and shall receive satisfactory inspection by the appropriate municipal and state entities within **50 Calendar days** from Notice to Proceed. Is it additionally understood that liquidated damages, in the amount of **\$500.00 per calendar day**, will be assessed for failure to complete the project within the above time period.

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
RENOVATIONS TO THE FORMER PARK RANGER BUILDING

BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

PROPOSAL (Continued)

4. CHANGES TO THE WORK

Equitable adjustments for Changes in the Work will be net cost plus a percentage feed in accordance with the General Conditions.

5. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

6. BID FORM SIGNATURE (S)

The Corporate Seal

(Bidder - print the full name of Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

(Authorized signing officer)

(Title)

(Seal)

(Authorized signing officer)

(Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR PROPOSAL
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BID NUMBER: 6122 DUE: May 26, 2015 @ 2:00PM

PROPOSAL (Continued)

BIDDER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.

PROPOSED SUBCONTRACTORS

If none, write "None" _____.

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Description of Work _____

Proposed Subcontractor Name _____

Address _____

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Bidder warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Bidder _____
(Fill in Name)

By _____
Signature and Title)

END OF SECTION 002