



INVITATION TO BIDDERS

Town of Suffield, Connecticut
Abatement Projects: Town Hall, Former Bridge Street School
And Highway Garage Outbuildings
June 21, 2016

You are invited to submit a sealed bid for the removal and disposal of Hazardous materials at the Town Hall, 83 Mountain Road, Three (3) Outbuildings located at the Highway Garage, 42 Fflyer Place; and the Former Bridge Street School, 90 Bridge Street, all located in Suffield, Connecticut, 06078. Include in your bid the cost of demolition for the outbuildings on Fflyer Place and an alternate of abatement with demolition of the Former Bridge Street School. The abatement specifications are included in Appendix A, B and C for each of the locations listed. A structural survey for the Former Bridge Street School is included as Appendix D. There will be a separate contract issued for each location with all locations being awarded to one contractor. The total bid for all three projects will be calculated and considered for the award.

The sealed bid packages will be received at the office of the Department of Public Works, 230C Mountain Road, Suffield, CT until **10:00 AM, Wednesday, July 6, 2016**, at which time they will be publicly opened and read aloud. All bids must be clearly marked on outside of envelope "*Town of Suffield Abatement Projects*". Proposals transmitted by facsimile will not be accepted. No proposals will be accepted after the time set for the opening.

A mandatory Pre-Bid walk through will be held at the Town Hall at 83 Mountain Road, Suffield, at **8:30 am on Wednesday, June 22, 2016**. The meeting will begin at the south entrance of the building. Site walks of the other two locations will follow. Any questions should be directed to Mr. John Cloonan, Director, or Ms. Julie Oakes, Facilities Manager, Department of Public Works (DPW) at 860-668-3890. Requests for Information (RFI) must be submitted to the DPW in writing no later than **10:00 am on Friday, July 1, 2016**.

No bid will be accepted after the time set for the opening of bids and no bidder may withdraw his bid within 120 days of opening thereof. The Town of Suffield reserves the right to waive any informality or to reject any or all bids when such action is deemed in the best interest of the Town.

The bid results will be reviewed by the Permanent Building Commission for the final decision. Interviews with the qualified low bidders may be required.

Non-Discrimination in Employment; Bidders on this work will be required to comply with the President's Executive Order No. 11246.

INFORMATION FOR BIDDERS

1. TAX EXEMPTION – Purchase of materials for this project are exempt from Connecticut sales tax.
2. BID BOND- A bid bond is **required** for both the **Town Hall** and **Former Bridge Street School** projects. A bid bond is NOT required for the three outbuildings located at the Highway Garage. Any bid may be withdrawn by the bidder prior to the time scheduled for receipt of bids. No bid may be withdrawn within 120 days of the bid opening.
3. PRE-BID INSPECTION – There will be a mandatory walk through on **Wednesday June 22, 2016, at 8:30 AM.** The meeting will begin in back of the Town Hall with the other buildings to follow.
4. QUALIFICATION OF BIDDERS- The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall provide the Town with any information requested for this purpose. The Town reserves the right to reject any bid if the investigation of such bidder indicates that the bidder is not qualified to complete the project or has previously failed to properly perform or complete on time any contract.
5. RIGHT TO REJECT BID- The Town reserves the right to reject any or all bids. Any bid which contains any omissions, alterations of form, additions or alternates not called for, erasures or corrections, or any irregularities may be disregarded or rejected as improper except that the Town may waive any defects or irregularities. **Any proposals that are submitted or received after the scheduled closing time for receipt of proposals will be rejected.**
6. ACCEPTANCE AND AWARD OF CONTRACT- Acceptance of the proposal will be by notice in writing signed by the Public Works Director and mailed to the address designated in the bid form.
7. INSURANCE- The Town will not enter into Agreement with the Contractor for any work under this project until required insurance as detailed under SPECIAL CONDITIONS has been obtained and the Town has received certificates of insurance, nor shall the Contractor permit any subcontractors to commence work until similar insurance has been obtained and the Town has received certificates of insurance. All policies shall hold harmless the Town of Suffield and the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon (30) days notice to the Town.
8. FAILURE TO EXECUTE CONTRACT- If the successful bidder fails to execute the contract within twenty (20) days after the mailing of the Notice of Award of the Contract, and then the Contractor shall be deemed to have refused to enter into the contract and to have waived all claims to the work. The Town shall then have the right to contract with the next acceptable bidder to perform the work under this contract.
9. WAGE RATES- Prevailing Wage Rates ARE in effect for the Town Hall and Former Bridge Street projects. Prevailing Wage Rates are NOT in effect for the outbuildings at 42 Ff Tyler Place. Please see Appendix E for the Prevailing Wage Rate schedules.
10. The Contractor is responsible for adhering to all code compliance and local, state and federal requirements.

11. ADDITIONAL INFORMATION AND SCOPE OF WORK

- Refer to the Plans and Specifications prepared by ATC Group Services LLC issued separately for each project. These are included here as Appendix A, B & C.
- Specifications and Plans for the Town Hall renovation project can be accessed on our FTP site as follows:

How to Log onto the Town of Suffield's FTP Site.

Type in Internet Explorer URL: ftp://ftp.suffieldtownhall.com

User Name: **suffieldftp**

User Password: **suffieldftp1**

If you want to see the site using Windows Explorer

Click on **View**

Click **Open FTP site in Windows Explorer.**

Enter password again and click OK

- Refer to the Structural Survey for the Former Bridge Street School in Appendix D. Plans and specifications have yet to be developed for this building's renovation project.
- **ALL PROJECTS:**
- Prior to abatement, the Town of Suffield will contract with Mechanical, Electrical and Plumbing contractors to make all disconnections required on all three projects.
- Removal and disposal of all bulbs, ballasts, thermostats and electronics are to be include in the Base Bid for each project.
- **TOWN HALL:**
- Prior to abatement, the Town of Suffield will have all carpeting, partitions and counters (Town Clerk and Tax Collector) removed.
- Both vault doors will remain in place. There is an add alternate for removal of the vault door on the 1st floor.
- All VAT tile underneath carpeting and tile on all levels of the Town Hall are to be removed during abatement.
- **FORMER BRIDGE STREET SCHOOL**
- The Base Bid for the Former Bridge Street School Hazardous Material Abatement will include all selective demolition for rebuild (windows, plumbing, electrical, mechanical, etc.)

- The removal of hazardous materials being abated above the ceilings at Bridge Street school can be facilitated by removing portions of the ceiling but not the ceiling in its entirety.
- All exterior window and doors removed as part of the abatement will be secured with weather-tight plywood.
- Should the Add Alternate of Demolition be selected for the Former Bridge Street School, the Base Bid shall include all costs to remove foundation slabs and buildings footings and provide clean backfill with compaction.

BID FORM

**Town of Suffield, Connecticut
Town Hall, 83 Mountain Road
Hazardous Material Abatement**

**Town of Suffield
Department of Public Works
230C Mountain Rd.
Suffield, CT 06078**

The undersigned declares he has carefully examined the location of work for the above referenced project and proposes to perform the work in accordance with all requirements for the following cost of:

1. Bid for Town Hall Hazardous Material Abatement—

_____ Dollars (\$))
written figure

The above price includes the cost of all work to complete the project whether specifically stated or not.

The undersigned certifies that he has not colluded with any individual or firm which has a competitive interest in responding to this Bid.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Signature of Bidder: _____ Title: _____

Name and Title (typewritten): _____

BID FORM

**Town of Suffield, Connecticut
Former Bridge Street School, 90 Bridge Street
Hazardous Material Abatement**

**Town of Suffield
Department of Public Works
230C Mountain Rd.
Suffield, CT 06078**

The undersigned declares he has carefully examined the location of work for the above referenced project and proposes to perform the work in accordance with all requirements for the following cost of:

Base Bid for Former Bridget Street School Hazardous Material Abatement–

_____ Dollars (\$ _____)
written figure

ADD ALTERNATE NO. 1: Demolition

Add to the Former Bridge Street School Hazardous Material Abatement Base Bid a Total of:

_____ Dollars (\$ _____)
written figure

Unit Prices:

As required by the Base Bid, should material quantities exceed those outlined by the Environmental Consultant, or if deteriorated or damaged materials are required to be removed as determined by the Environmental Consultant or Owner, the cost to remove and replace the referenced material, (or credit for specified material not provided or installed) including all labor, material, equipment and related furnishings is as follows:

- 1. Asbestos Soil Abatement \$_____/cy
- 2. Slate Roof \$_____/sf

The above price includes the cost of all work to complete the project whether specifically stated or not.

The undersigned certifies that he has not colluded with any individual or firm which has a competitive interest in responding to this Bid.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Signature of Bidder: _____ Title: _____

Name and Title (typewritten): _____

BID FORM

**Town of Suffield, Connecticut
Three (3) Outbuildings, 42 Fflyer Place
Hazardous Material Abatement and Demolition**

**Town of Suffield
Department of Public Works
230C Mountain Rd.
Suffield, CT 06078**

The undersigned declares he has carefully examined the location of work for the above referenced project and proposes to perform the work in accordance with all requirements for the following cost of:

1. Bid for 3 Outbuildings Hazardous Material Abatement and Demolition–

_____ Dollars (\$ _____)
written figure

The above price includes the cost of all work to complete the project whether specifically stated or not.

The undersigned certifies that he has not colluded with any individual or firm which has a competitive interest in responding to this Bid.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Signature of Bidder: _____ Title: _____

Name and Title (typewritten): _____

BID FORM (CONTINUED)

Three required References (with phone numbers):

Municipality or Company: _____

Contact Person/Phone No. _____

Municipality or Company: _____

Contact Person/Phone No.: _____

Municipality or Company: _____

Contact Person/Phone No.: _____

Addenda Numbers Received: _____

SPECIAL CONDITIONS:

1. The Contractor, Consultant, or Vendor agrees that this contract or purchase order and the actions of the Contractor, Consultants, or Vendors are subject to the provisions of the Suffield Code of Ethics as contained in the Town Ordinances.
2. Should the Contractor, Consultant, or Vendor be found by the Suffield Ethics Commission to have violated the Code, the Town may terminate this contract and take such other action as the Town may have at law or in equity.
3. The Contractor shall incorporate the above paragraphs into any sub-contracts or purchase orders.
4. Contractors signature on this contract, or the Vendors order acknowledgement, acknowledge receipt and review of the Suffield Code of Ethics.
5. Contractors, Consultants, and Vendors shall be responsible for disclosing interests and relationships that could be perceived as a possible conflict of interest under the Suffield Code of Ethics.
5. PERMITS –Contractor responsible for permits. The Contractor is responsible for payment of the State Educational Fee at \$0.26 per \$1,000.
6. WORKER’S COMPENSATION – The Contractor shall also carry Worker’s Compensation Insurance as required by the State of Connecticut for all employees engaged in this project. Sub-Contractors hired by the Contractor shall comply with this requirement unless their employees are covered by the protection of the Contractor’s Workers Compensation insurance and the certificate of insurance furnished by the Contractor so stipulates.