



INVITATION TO BIDDERS

**Town of Suffield, Connecticut
Abatement and Demolition Services for
Former Bridge Street School
90 Bridge Street, Suffield, CT**

Request for Proposal

September 23, 2020



INVITATION TO BIDDERS

**Town of Suffield, Connecticut
Abatement and Demolition Services for
Former Bridge Street School
90 Bridge Street, Suffield, CT**

September 23, 2020

In accordance with the requirements set forth in C.G.S. §10-287, the Town of Suffield is seeking proposals from firms to provide Abatement and Demolition services to conduct hazardous materials abatement and demolition of the Former Bridge Street School located at 90 Bridge Street, Suffield, CT. 06078.

The bid packages will be accepted prior to **2pm, Friday, October 9, 2020. Due to COVID-19; all submissions will be made electronically. An electronic copy of the firm's complete proposal must be received by the Town of Suffield, Department of Public Works, Mr. Chris Matejek, 230C Mountain Road, Suffield, CT 06078 cmatejek@SuffieldCT.gov.** In addition, submit an electronic copy to, Mr. Scott Johnson – Operation Manager, ATC Group Services LLC at scott.johnson@atcgs.com. All bids must be clearly marked "*Former Bridge Street School – Abatement and Demolition Services*". Proposals transmitted by facsimile will not be accepted. No proposals will be accepted after the set time.

The Town of Suffield reserves the right to waive any informality in any submissions, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment are in the Town's best interest.

A mandatory site walk is scheduled for Tuesday September 29th, 2020 at 2:30pm. The meeting will take place at 90 Bridge Street, Suffield, CT. Please wear a mask and follow all COVID-19 guidelines during the site walk.

Any questions should be directed in writing to Chris Matejek cmatejek@suffieldct.gov and Scott Johnson (ATC) scott.johnson@atcgs.com **before** the **RFI period ends at 1pm, Friday October 2, 2020.** Answers to all RFI questions will be made by Tuesday October 6, 2020 at 2pm.

Non-Discrimination in Employment; Bidders on this work will be required to comply with the President's Executive Order No. 11246. The Town of Suffield is an affirmative action and equal opportunity employer. Minority/Women's Business Enterprises are encouraged to apply.

Table of Contents

REQUEST FOR PROPOSAL – FORMER BRIDGE STREET SCHOOL (HAZARDOUS MATERIALS
ABATMENT AND DEMOLITION)

SECTION:

INVITATION TO BID.....2
INFORMATION FOR BIDDERS.....4
PROJECT TIMELINE.....5
BID FORM.....6
SPECIAL CONDITIONS.....8
SCHEDULE OF INSURANCE.....9

APPENDICES:

APPENDIX A – NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT.....
APPENDIX B – TOWN OF SUFFIELD ETHICS COMMISSION FORM.....
APPENDIX C – NO STORAGE, DISPOSAL AND USE OF HYDRAULIC FRACTURING WASTE...
APPENDIX D – PREVAILING WAGE INFORMATION.....
APPENDIX E – PROJECT MANUAL AND SPECIFICATIONS.....
APPENDIX F – BUILDING OFFICIAL’S ORDER TO ABATE.....

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 not required for this project. Any bid may be withdrawn by the bidder prior to the time scheduled for receipt of bids. No bid may be withdrawn within 60 days of the bid opening.
3. PRE-BID INSPECTION – There will be a mandatory walk through on Tuesday September 29th, 2020 at 2:30 pm. The meeting will take place at 90 Bridge Street, Suffield, CT.
4. REQUESTS FOR INFORMATION – Requests for Information (RFI) will be accepted through **Friday, October 2, 2020, at 1 pm** in writing to both Chris Matejek and Scott Johnson at cmatejek@suffieldct.gov and scott.johnson@atcgs.com, respectively. All addenda will be issued by Tuesday, October 6, 2020 at 2pm.
5. 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.
6. 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.**
7. ACCEPTANCE AND AWARD OF CONTRACT- Acceptance of the proposal will be by notice in writing signed by the Facilities Director and mailed and/or emailed to the address designated in the bid form.
8. 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.
9. 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.

10. WAGE RATES- Prevailing Wage Rates are in effect for the abatement and demolition phase of this project.

11. ADDITIONAL INFORMATION AND SCOPE OF WORK-

1. Construction Overview: Contractor chosen will provide opinion of probable construction costs in the form of a written estimate, including but not limited to the following as deemed necessary by the Town.
 - A. Re-seed areas of exposed soil after completion of grading.
 - B. Unsuitable soil removal and disposal.
2. Contractor must show three (3) references of abatement and demolition projects within the past 5 years of similar size and scope.
3. Select trees shall remain onsite and protected from damage during all phases of construction.
4. Meet with the Permanent Building Commission as needed. Meetings are typically scheduled on the first and third Thursdays of each month at 7pm. Meeting times and dates are subject to change.

PROJECT TIMELINE

The selected vendor/contractor shall have sufficient resources in order to complete the Scope of Work within the allotted timeframe and shall, upon request, demonstrate that they have the resources necessary to fulfill the timeline requirements for completing the entire project. The Town is expecting the project to be completed in accordance with the following Project Timeline:

This RFP is available on the District website and the Journal Inquirer as of **September 23, 2020**

Mandatory walk through – 2:30 PM, **September 29, 2020**

Questions to be received – by 1:00 PM, **October 2, 2020**

Answers to Question Distributed – by 2:00 PM, **October 6, 2020**

Bids due – 2:00 PM, **October 9, 2020**

Interview of Select Bidders – **TBD**

Selection of successful Bidder – on or about **October 16, 2020**

Abatement Begins – on or about **November 2, 2020**

Abatement Complete – on or about **November 25, 2020**

Demolition Begins – on or about **November 30, 2020**

Project Completion – no later than **December 18, 2020**

BID FORM

TOWN OF SUFFIELD

ABATEMENT AND DEMOLITION SERVICES

**FORMER BRIDGE STREET SCHOOL
90 BRIDGE STREET, SUFFIELD, CT 06078**

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

BID FORM

I/we, the Bidder, hereby propose, having verified the quantities and conditions affecting the cost of the work, and having reviewed in detail the specifications (including the Invitation to Bid, Bidder Instructions, General Conditions, Scope of Work, Timeline Requirements, Awarded Contract Requirements, Work Plan, Products and Services Specifications, Drawings and Addenda, if applicable) as prepared by ATC Group Services of East Hartford, Connecticut, hereby proposes to furnish all labor, materials, equipment, and services required for the Hazardous Materials Abatement and Demolition of the Former Bridge Street School located at 90 Bridge Street in Suffield, Connecticut, in accordance therewith, for the Contract Price specified below.

NOTE: The Bidder may attach additional pages as needed.

BASE BID – Hazardous Materials Abatement and Demolition (Must include all components and associated costs described in the RFP, Addenda and Specifications)

A. This Bid included Addenda numbered: _____, dated _____.
_____ , dated _____.

B. The proposed Contract Price for the Base Bid is as follows:

Base Bid:

Phase 1 – Interior Abatement: _____dollars (\$))

Phase 2 – Exterior Abatement: _____dollars (\$))

Phase 3 – Demolition/Grading: _____dollars (\$))

Add Alternates:

Phase 4 – Landscape Seeding: _____dollars (\$))

Phase 5 – Unsuitable Soil Removal and Disposal: _____dollars (\$))

Please provide the following unit prices in addition to your base bid costs.

Unit Pricing

Thermal System Insulation behind Walls/Ceilings per LF: _____

Asbestos Underground Pipe and Conduit System per LF: _____

Asbestos Underground Pipe and Pipe Insulation per LF: _____

Asbestos Underground Cement (Transite) Pipe per LF: _____

Asbestos Contaminated Soil per CF: _____

Excavation of Unsuitable or Contaminated Material per CF: _____

Asbestos Waterproofing per SF: _____

These unit prices will be used to calculate the value of additions from the unknown material locations called for in the specifications.

Reminder: Your base bid includes all materials identified within the specifications and drawings and as discussed at the Bid Walk, Addenda and RFI responses.

Materials not identified on the drawings include:

- Roof Flashing/Flashing Tar
- Slate Roof Shingle Tar

Quantities on specification/work plan are for reference only. All quantities should be field verified by contractor.

C. The undersigned proposes to employ the following **subcontractors** for the following work (please include complete company name, address and telephone number):

ABATEMENT: _____

DISPOSAL: _____

OTHER: _____

The undersigned acknowledges that the acceptance of any subcontractors shall rest with the Town and its decision shall be final.

The Bidder acknowledges that the Base Bid Price is the lump sum price to be included in the Contract.

The price bid by the Bidder covers all labor, equipment and services required to complete the project, and shall also incorporate any other materials, supplies, overhead, taxes and profit of the Bidder, and the lump sum price bid by the Bidder shall be "all-inclusive."

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: _____

Email: _____

Signature of Bidder: _____ Title: _____

Name and Title (typewritten): _____

REFERENCES

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.: _____

SPECIAL CONDITIONS:

1. TIME FOR COMPLETION – The date for completion of this project is December 18, 2020.
2. 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.
3. 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.

4. The Contractor shall incorporate the above paragraphs into any sub-contracts or purchase orders.
5. Contractors signature on this contract, or the Vendors order acknowledgement, acknowledge receipt and review of the Suffield Code of Ethics.
6. 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.
7. PERMITS – Contractor responsible for all applicable permits.
8. 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.
9. Contractor is responsible for all code and regulatory compliance.

SCHEDULE OF INSURANCE:

- **Commercial General Liability:**
 Combined Single Limit

\$1,000,000 each occurrence
\$3,000,000 general aggregate
\$3,000,000 product/completed operations aggregate
\$1,000,000 personal & advertising injury
\$300,000 damage to rented premises each occurrence
\$10,000 medical expenses

- **Business Automotive Liability:**
 Combined Single Limit

\$ 1,000,000 each accident

- **Workers Compensation/Employer Liability:**

\$100,000/\$500,000/\$100,000

- **Umbrella Liability:**

\$ 1,000,000 each occurrence
\$ 1,000,000 aggregate

Acord Certificates of Liability Insurance- Form ACORD 25 (2001/08)

The Town of Suffield is included as additional insured as respects the insured’s general liability operations for this contract.

“NOTE: If an Umbrella Policy or Excess Liability Policy is used to meet the minimum limits, it must be at least as broad in coverage as the underlying. Any exceptions should be listed.

APPENDIX A

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT

**NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF
RESPONDENTS FOR RFQ**

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
2. The contents of the bid have not been communicated by the bidder and its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid;
3. No Selectman or other officer or employee or person whose salary is payable in whole or in part from the Town of Suffield, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
4. He/she has read the Suffield Code of Ethics, set forth by the Town of Suffield, which is available on the Town website and he/she agrees on his/her behalf and on the behalf of his/her firm/company that he/she nor his/her firm/company are in violation of the Code with respect to this bid.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Suffield to consider the bid and make an award in accordance therewith.

Signed: _____

Bidder's Name (*Printed*)

By: _____

Name

Street

City/State Zip

Date

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

Notary Public

APPENDIX B

SUFFIELD ETHICS COMMISSION

ACKNOWLEDGEMENT/COMMITMENT FORM

Suffield Ethics Commission

ACKNOWLEDGEMENT/COMMITMENT FORM

I hereby acknowledge receiving a copy of the Suffield Code of Ethics, dated July 17, 2006, and I hereby commit to exercising my responsibilities, as a part of the town government, commission, agency, or other Suffield official organization, in accordance with the provisions of the Suffield Code of Ethics.

I also understand that this Suffield Ethics Acknowledgement/Commitment Form which I am signing below will be kept in my personnel file or, if not a paid employee, in the Town Clerk's office.

Signed _____

Date _____

APPENDIX C

NO STORAGE, DISPOSAL AND USE OF
HYDRAULIC FRACTURING WASTE CERTIFICATION

**NO STORAGE, DISPOSAL AND USE OF
HYDRAULIC FRACTURING WASTE**

We _____ hereby submit a bid for materials, equipment and/or labor for the Town of Suffield. The bid is for bid documents titled, _____.

We hereby certify under penalty of perjury that no natural gas waste or oil waste will be used by the undersigned bidder or any contractor, sub-contractor, agent or vendor agent in connection with the bid; nor will the undersigned bidder or sub-contractor, agent or vendor agent thereof apply any natural gas waste or oil waste to any road or real property within the Town of Suffield as a result of the submittal of this bid if selected unless the DEEP or other regulatory body determines that such waste is not harmful to the health, safety and general welfare of the public and the environment.

Signature _____ Date _____

Name _____ Title _____

Notary Public _____ [Seal]

Bidder Information

Company: _____

Address: _____

City State Zip

Telephone: _____

Fax: _____

APPENDIX D

PREVAILING WAGE INFORMATION

I. Prevailing Wage Rate Schedule

II. Prevailing Wage Bid Package

<http://www.ctdol.state.ct.us/wgwkstnd/BidPack.htm>)

- [Prevailing Wage Law Poster](#)
- [Section 31-53b](#): Construction safety and Health Course. Proof of completion required for employees on public building projects.
 - [Informational Bulletin - The 10-Hour OSHA Construction Safety and Health Course](#)
- [Notice For All Mason Contractors](#)
- [CT General Statute 31-55a](#)
- [Contracting Agency Certification Form](#)
- [Contractor's Wage Certification Form](#)
- [Payroll Certification - Public Works Projects](#)
- [Information Bulletin - Occupational Classifications](#)
- [Footnotes](#) (Rev. 07/17)

APPENDIX E

PROJECT MANUAL AND SPECIFICATIONS

APPENDIX F

BUILDING OFFICIAL'S ORDER TO ABATE