

Region 14 Schools

Request for Proposal

Mitchell Elementary School - Paving

April 12, 2023

- I. **BID SPECIFICATIONS:** Regional School District #14 is requesting Bids for full depth reclamation, fine grade, and compaction of base material, paving of 2 (two) courses of hot mix asphalt class I, 2" of binder, 1.5" of wear/top course on all driveway, parking lots and walkways. Also included in the bid specifications; replacement of 1 catch basin lid to match existing, replacement of curbing as noted and line striping parking lot to meet existing conditions.
- II. **INSTRUCTIONS TO BIDDERS:** The following instructions and specifications shall be observed by all bidders.
 - A. **PROPOSAL COMPLIANCE:** Bids must be in writing and received by the Central Office no later than 9:30 a.m. on April 28, 2023 ("Bid Due Date") at which time the bids will be publicly opened and read aloud. Bids shall be hand delivered or mailed to the Central Office located at 5 Minortown Road , Woodbury, CT 06798. Bids must be signed by an authorized representative/officer/agent of the bidder. The Board or its designee shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications. All forms and documentation to be provided as part of the bid submission shall be complete and include all requested information. Incomplete submissions may be cause for disqualification of the bid.
 - B. **BID RETURN ENVELOPE:** All bids shall be submitted in sealed envelopes clearly labeled on the outside with the name of the bidder, bidder's address, the name of the project and the bid due date. Any bid received after the scheduled closing time for the receipt of bids will be returned to the bidder unopened. Regional School District #14 is not responsible for the delays in the delivery of the mail by the United Postal Service, private couriers, or the interschool mail system. It is the sole responsibility of the vendor to insure that its proposal reaches the appropriate destination prior to the required date and time. Bids faxed or electronically mailed are not acceptable.
 - C. **BID PROPOSAL:** Each bid must be submitted in writing using Company Letterhead.
 - D. **WITHDRAWAL OF BIDS:** Bids may be withdrawn by written notice prior to the Bid Due Date. Subsequent to the Bid Due Date, bids may not be withdrawn or modified and shall remain valid for ninety (90) days after the Bid Due Date.
 - E. **RIGHT OF REJECTION:** Region 14, after review of all factors, including the terms and conditions, qualifications and price, reserves the right to accept or reject any and all bids, or any part thereof. Region 14 may also waive defects in the same,

or accept any proposals, or combination of proposals, deemed to be in the best interest of the Region.

F. METHOD OF AWARD – FACTORS: In awarding the contract, the following factors shall be taken into consideration:

1. Bidders qualifications and experience with projects of the same type, size, and complexity as the project:
2. Bid price for the project:
3. The information provided by the bidder as part of its submission evidencing the bidder’s ability to perform the work in a quality and timely manner for the proposed bid price.
4. Bidders must attend a mandatory Pre-bid walkthrough of the project at Mitchell Elementary School, 14 School Street, Woodbury, CT on April 19th at 11 a.m. Anyone not attending the mandatory pre-bid walk through will not be allowed to bid on the project.
5. All questions must be submitted to Michael Molzon (mimolzon@ctreg14.org) by 2pm on April 26th.

The contract for the project may be awarded to the lowest responsible qualified bidder which is the bidder that is determined to (i) have complied with all of the requirements of the Bid Documents in the preparation and delivery of its bid submission, (ii) be qualified to perform the work, (iii) have submitted the lowest bid price and (iv) and to have submitted a bid that is acceptable to the Region.

G. FAMILIARITY WITH LAWS, SITE CONDITIONS, AND DOCUMENTS: Each bidder is required to be familiar and comply with the terms and conditions of the Bid Documents and with all federal, state, and local laws, ordinances, or regulations which in any manner relate to the furnishing of the equipment, material or services for the Work. The submission of a bid shall be construed as an assurance that the bidder has examined all the conditions of the Bid Documents and the failure of the bidder to do so shall in no way relieve such bidder from its obligations in respect to its bid. Contractor must, “Call before you dig” before starting the project.

H. QUALIFICATIONS OF BIDDER: The Region may, but shall have no obligation to, make such investigation as it deems necessary to determine the ability of the bidder to perform the Work. The bidder shall furnish all such information for this purpose as requested. Region 14 reserves the right to reject any bid if the evidence submitted by or discovered by investigation of a bidder fails to satisfy the District that such bidder is qualified to carry out the obligations set forth in

the Bid Documents and to perform the work. The bidder needs to be 100% Small Business equivalent certified for the project.

J. ERRORS, INTERPRETATIONS, AND ADDENDA: Should the bidder find any omissions, discrepancies, or errors in the Bid Documents or should the bidder be in doubt as to the meaning of the specifications or other documents included in the Bid Documents, the bidder should immediately notify the Superintendent of Schools, who may correct, amend or clarify such documents by issuing an addendum. Each bidder shall provide a valid email address in order to receive a copy of the Bid Documents and Addendum. No oral interpretation shall be made to any bidder and no oral statement of the Region or any agent or representative of the Region shall be effective to modify any of the provisions of the Bid Documents. The Region shall have the right to request clarifications of any bid submitted.

K. SUBSTITUTION FOR NAME BRANDS OR SUBCONTRACTING: Should brand name items appear in the specifications included in the Bid Documents, such brand name items shall be included in the bid price unless a substitution is approved in writing by the Region by addendum.

L. TIMELINE/IMPORTANT DATES:

- Mandatory Pre-bid Walkthrough on April 19th at 11 am at Mitchell Elementary School Front Entrance, 14 School Street, Woodbury CT 06798.
Those not attending the Pre-Bid Walkthrough will not be allowed to bid on the project.
- All questions must be submitted to Michael Molzon (mimolzon@ctreg14.org) by 2pm on April 26th.
- Bid Due Date is April 28, 2023 at 9:30 a.m. at Region 14 Central Office, 5 Minortown Road, Woodbury CT 06798.
- Project start date is 6/26/23.
- Project must be finished by 8/18/23.

M. INSURANCE REQUIREMENTS: The contractor selected for the Project shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Regional School District #14 as an Additional Insured.

1. General Liability

Each Occurrence	\$1,000,000 minimum
General Aggregate	\$2,000,000 minimum
Products/Comp, Oper Aggregate	\$2,000,000 minimum

2. Auto Liability

	Combined Single Limit Each Accident		\$1,000,000 minimum
3.	Professional Liability Each Claim or Each Occurrence Aggregate		\$1,000,000 minimum
4.	Umbrella (Excess Liability) Each Occurrence Aggregate		\$1,000,000 minimum \$1,000,000 minimum
5.	Workers Compensation Employer's Liability	Work Comp EL Each Accident EL Disease Each Employee EL Disease Policy Limit	Statutory Limits \$100,000 \$100,000 \$500,000

III. AREAS TO BE PAVED:

1.	Back Parking Lot	~ 23,686 sf
2.	Playground, back sidewalk	~ 7,908 sf
3.	Gym Sidewalk/drive	~ 2,003 sf
4.	Handicapped/Gym Main Entrance	~ 8,188 sf
5.	Principal Parking	~ 1,116 sf
6.	Main Parking Area	~ 22,610 sf
7.	Dumpster/Café Parking Area	~ 8,222 sf
	Approximate total of paving	<u>~ 73,733 sf</u>

IV. AREAS TO BE CURBED: (4" High DOT Style with Flat Top)

1.	Front Island to Catch Basin	290'
2.	Main Center Island	230'
3.	Flag Pole Island	83'
4.	Principal/Handicapped Island	207'
5.	Rain Garden Curb	46'
6.	Back Parking Lot Curb	155'
7.	Café/Dumpster Island Curb	131'
	Approximate total length of 4" Curbing	1,142 lf

V. REPLACE (1) EXISTING CATCH BASIN LID WITH SIMILAR CURB BACK CATCH BASIN LID. MINOR REPAIRS TO CATCHBASIN MAY BE NECESSARY. CONTRACTOR TO VERIFY.

VI. SIDEWALK REPLACEMENT

1.	Kitchen Sidewalk	~ 516 sf
2.	Café	~ 558 sf
3.	Picnic Table Area	~ 520 sf
4.	Bell Sidewalk	~ 708 sf
5.	Old Front Entrance	~ 110 sf
6.	Main Entrance	~ 405 sf
7.	Round Room Sidewalk	~ 576 sf
8.	Café Entrance Sidewalk	~ 180 sf
	Approximate sidewalk area	~3,573 sf

**All quantities are to be verified by the bidders.