



SPECIFICATIONS FOR

MANCHESTER PUBLIC SCHOOLS

BID# 018-006 MANCHESTER HIGH SCHOOL –

EXTERIOR STAIR REPLACEMENT

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**LEGAL NOTICE
INVITATION TO BID
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

Manchester Public Schools will receive sealed Bids at the Office of the Director of Finance and Management, 45 North School Street, Manchester, CT, 06042, on the date and time listed below for the following:

**BID #018-006 MANCHESTER HIGH SCHOOL –
EXTERIOR STAIR REPLACEMENT**

Bids will be accepted until Friday, May 18, 2018, at 2:00 p.m.

**A mandatory pre-Bid conference is scheduled for:
Friday, May 4, 2018, at 10:00 a.m. at
Manchester High School, IOH Pool Entrance, Brookfield Street Parking Lot, Manchester, CT**

The right is reserved to reject any and all Bids. Specifications and forms are available on our website www.mpspride.org.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Karen L. Clancy
Director of Finance and Management
Manchester Public Schools

INSTRUCTIONS TO BIDDERS

1. The Bid and any addenda will be issued on the Manchester Public Schools' website at www.mpspride.org/Bid. It shall be the responsibility of the Bidder to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to Bidders. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under his Bid as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached Bid is signed by the Bidder with full knowledge of an agreement with the general specifications, conditions and requirements of this Bid.
3. Submit two (2) originals of the Bid in an envelope marked with the Bidder's name and address on the upper left hand corner. Bids shall be made out in the exact form as described under Content and Organization of Bid of enclosed Invitation to Bid, on Bidder's letterhead and shall be signed by an officer of the company or corporation. **Bids are to be plainly marked in the lower left hand corner with Bid number, name of Bid, opening date and time.**
4. **A mandatory pre-bid conference is scheduled for Friday, May 4, 2018, at 10:00 a.m., at Manchester High School, IOH Pool Entrance, Brookfield Street Parking Lot, Manchester, CT.**
5. Bids sent by mail or hand delivered should be addressed to the Director of Finance and Management, Manchester Public Schools, 45 North School Street, Manchester, CT 06042.
6. Bids received later than the date and time specified will not be considered. Amendments to or withdrawals of bids received later than the date and time set for bid opening will not be considered.
7. All bids shall be opened publicly and read aloud. Bidders may be present at the opening of bids. All Bids shall be tabulated and copies of said tabulation shall be made available to Bidders upon their request.
8. All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the bid prices. All prices are FOB to Manchester, CT.
9. MPS reserves the right to reject any and all bids, to waive technical defects and to make such awards including accepting a bid, although not the low bid, as it is deemed to be in the best interest of MPS.
10. MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MPS official and/or authorized agent's satisfaction, and all work is certified.
11. MPS may make such investigation as deemed necessary to determine the ability of the Bidder to discharge a contract. The Bidder shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any bid if the Bidder fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional bids will not be accepted.

12. All measurements are the responsibility of the Bidder.
13. Specifications cannot be modified by anyone other than the assigned agent for MPS.
14. Successful Bidder is responsible for obtaining all necessary building permits as required by any authority having jurisdiction. Town fees for town permits are waived. State fees for town permits, currently at \$0.27/\$1,000 of construction value cannot be waived by the Town of Manchester.
15. The Town of Manchester is tax exempt. A certificate shall be provided to the contractor.
16. Successful Bidder shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in INSURANCE REQUIREMENTS. The Bidder shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work. All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies. Certificate of Bidder Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
17. The Bidder shall provide all administration, labor, materials, tools and equipment necessary to undertake and complete the work in a prompt and efficient manner. Equipment and tools owned by MPS shall not be available to the Bidder.
18. The Bidder shall provide all means for the disposal of waste materials and recycling of recyclable materials. Bidder shall be responsible for removing materials from the site and disposing of materials.
19. The work site and the Bidder's operation as a whole shall be maintained in a clean, organized and safe manner, policed daily. Any work left incomplete at the end of each day shall be made safe and secure with no potential for items to fall and stored material positioned out of travel paths and doorways. No open trenches shall be allowed. Steel plates are acceptable.
20. The Bidder shall coordinate with the work of other contractors', and employees of MPS who will be doing work concurrent with the Bidder.
21. The school will be occupied by students ranging in age from 6 to 18 years old during the construction period. The Bidder shall provide and maintain barricades as required to prevent intentional or unintentional access to the work area and dust barriers to limit the migration of dust within the building.
22. The Bidder shall access the site through designated doors of the building. Construction vehicles shall be parked in designated parking spaces in the primary parking lot, except during times of delivery.
23. The Bidder shall provide final cleaning of materials installed, removing any foreign material that would impact the appearance of finished surfaces.

24. All work done under this bid must comply with all State and Town codes and licensed tradesmen will be used where applicable.
25. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Bid.
26. Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
27. The Bidder shall and does, as part of the contract, hereby guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the bid. The date of acceptance is considered to be the date of final payment for the work involved.
28. The Bidder shall be required to submit the AFFIRMATIVE ACTION STATEMENT with their completed Bid package. The successful Bidder shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
29. The Bidder shall be required to submit the BACKGROUND CHECK COMPLIANCE AGREEMENT with their completed bid package.
30. The Bidder shall be required to submit the BIDDER INDEMNIFICATION with their completed bid package.
31. The Bidder shall be required to submit the NON-COLLUSIVE BID STATEMENT with their completed bid package.
32. There shall be no smoking or other use of tobacco products in any school building nor on school ground at any time. Proper attire is to be worn at all times. Bidder's personnel shall use extreme caution while driving motor vehicles on school property.
33. The Bidder shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.
34. **Hold Harmless:** The Bidder/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Bidder/insured, any subBidder, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
- 4a. ***Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1st roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. **Rough inspections:**
 Plumbing before any piping is concealed.
 (Complete ductwork and plumbing shall be installed before electrical wiring is started.)
 Heating pipes and/or ducts before they are concealed.
 Electrical before any wiring is concealed.
 Framing before any interior wall covering is applied.
 Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections that may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours’ notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

NOTE: Complete ductwork and plumbing shall be installed before electrical wiring is started.

CONTENT AND ORGANIZATION OF BID

The Invitation to Bid (BID) is intended to provide interested Bidders with information concerning the conditions and requirements for submitting bids. Bidders must examine all information and materials contained in this bid. **Failure to do so will be at the Bidder's risk.** In response to the bid, Bidders shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The bid shall contain the following sections, in order and format described.

A. Submittal Letter

A letter of transmittal addressed to **Mrs. Karen L. Clancy, Director of Finance and Management**, which includes a statement by the Bidder accepting all terms, conditions and requirements contained in the bid. The letter should also include a brief discussion of the Bidder's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of four (4) municipal or private sector references for whom recent (3 years or less) similar services were provided.

B. Price Bid

Vendors shall submit a price bid which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

C. Exceptions

Bidders wishing to take any exceptions to any requirement in the bid shall state and explain such exceptions. MPS may accept bids which take exception to any requirements of the bid. Any exception must be clearly delineated and cannot materially affect the substance of this bid.

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Bidder/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Bidder/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Bidder/Insured's sole responsibility.
- C. **Commercial General Liability:** The Bidder/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Bidder/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence
 \$2,000,000 each occurrence if blasting is required
 \$2,000,000 general aggregate with dedicated limits per
 Project site
 \$2,000,000 products and completed operations aggregate
 \$1,000,000 personal and advertising injury.

- D. **Automobile Liability:** The Bidder/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

- E. **Worker's Compensation:** The Bidder/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits: Worker's compensation: statutory limit
 Employer's Liability: \$1,000,000 bodily injury or each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate

- F. **Umbrella/Excess Liability:** The Bidder/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

BIDDER INFORMATION

The Bidder is a/an (individual) (partnership) (corporation). Names and titles of other offices or partners are:

(for corporation, give State of incorporation and affix corporate seal)

I understand that full payment will be made by Manchester Public Schools after completion of the project and acceptance by Manchester Public Schools' representative.

Signature

Date

Name (Printed)

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

REFERENCE SHEET – INVITATION TO BID

1. NAME OF BUSINESS

CONTACT PERSON

ADDRESS

PHONE ()

2. NAME OF BUSINESS

CONTACT PERSON

ADDRESS

PHONE ()

3. NAME OF BUSINESS

CONTACT PERSON

ADDRESS

PHONE ()

4. NAME OF BUSINESS

CONTACT PERSON

ADDRESS

PHONE ()

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

AFFIRMATIVE ACTION STATEMENT

TO: All Vendors

FROM: Karen L. Clancy,
Director of Finance and Management

SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy
Director of Finance and Management

STATEMENT OF POLICY

It is the employment policy of _____
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Date

Signed (Name/Title of Company Officer)

Telephone

Street Address

Fax

City/State/Zip Code

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

CONTRACTOR INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall, defend, indemnify and hold harmless the School District and its respective officers, employees and agents from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, or other costs or obligations arising from or relating to (i) the Contractor's breach of this Contract; (ii) any negligence or willful misconduct of the Contractor and its officers, employees, and agents; or (iii) any other action or event arising out of or in any way connected with this Contract. The Contractor agrees that the School District shall have the right to participate in the defense of any such claim through counsel of its choosing. This indemnity shall not be affected by other portions of this Contract.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse MPS for damage to property of MPS caused by the Contractor, or its employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him/her or them.

STATE OF CONNECTICUT:

COUNTY OF: _____ Signed _____
Bidder

By _____
Name

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this
_____ day of _____ 20____

Notary Public

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

NON-COLLUSIVE STATEMENT

TO: All Vendors

FROM: Karen L. Clancy
Director of Finance and Management

SUBJECT: Non-Collusive Statement

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

1. The bid has been arrived at by the vendor 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, and;
2. The contents of the bid have not been communicated by the vendor or 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.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signor

Signature

Date

Telephone

Fax

eMail Address

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

BACKGROUND CHECK COMPLIANCE AGREEMENT

TO: All Vendors

FROM: Karen L. Clancy
Director of Finance and Management

SUBJECT: Background Check Compliance Agreement

PURPOSE

The Background Check compliance agreement is intended to ensure that Bidder, awarded this contract, has or will hire qualified employees/staff to provide and maintain a safe and secure environment.

POLICY

Bidders shall comply with maintaining a policy and procedure in place for a background check and performing background checks, in accordance with any State and Federal laws.

DEFINITION OF A BACKGROUND CHECK

A background check is a process in which the specifics of an individual's past history are verified for the purposes of determining qualifications for employment/work, and it is conducted in addition to a reference check. The type of background check conducted is dependent upon a position's responsibilities and required qualifications by the contract. When conducting background checks, it is the Bidder's responsibility to comply with any State and Federal laws, including Public Act 16-67.

COMPLIANCE AGREEMENT

The Bidder hereby agrees that assigned personnel for this contract have been administered a background check. To the best of the Bidder's knowledge, the employee has a satisfactory background check in accordance and in compliance with any State and Federal laws. The Bidder and its employees release Manchester Public Schools, its officers and its employees from any and all liability arising out of or related in any way to such testing.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signor

Signature

Date

Telephone

Fax

eMail Address

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

SPECIFICATIONS FOR MANCHESTER HIGH SCHOOL – EXTERIOR STAIR REPLACEMENT

Purpose

The purpose of this specification is to describe in general terms the desired outcome of the work, its location, the major components that are to be provided and the existing utilities and systems that will need to be modified to cause the desired outcome to be achieved and the schedule for its performance. It is the contractor's responsibility to identify and include in their Bid the specific materials to be used and methods to be followed to accomplish the work such that the desired outcomes are achieved.

Sketches entitled "Stairway" dated 4/6/2018 and "Stairway Roof" dated 3/14/18 as prepared by Kahn and Bayer are a part of this specification.

In whole, the sketches and this specification are intended to assist the bidder in preparing a their detailed design that satisfies the structural requirements of the sketches, building code requirements for stairs and a practical means for manufacturing, assembling and installing the stairway and the roof.

Schedule

Once work commences, work will continue uninterrupted daily until complete, during the hours of 7 AM to 3:30 PM Monday through Friday, excluding Holidays recognized by the Town of Manchester Board of Education. Upon mutual agreement additional hours during which contractor may work may be available provided there is no additional cost to the owner.

Work is to be complete by August 6, 2018.

Scope of Work

Demolition

Demolish remove and dispose of existing stair in entirety. Remove and dispose of all debris from bottom of stairway. Remove and dispose of metal angle on walls above stairway.

Shop drawings

Submit two (2) copies of shop drawings indicating design, fabrication details, installation, connections, material, and size of members.

Design, Fabrication and Installation

Intent is to replace the existing wood stairway leading from the parking area to the pool mechanical room. New stairway is to be installed in same location and position as existing, fabricated from steel components as indicated below. Stair is to be open riser design with bar grating treads, railings fabricated of steel pipe, welded to stairs on side opposite of wall and fastened to wall on wall side of stair. Stairs and their connections are to be designed to support a live of 100 pounds per square foot. Railings are to be designed to support/resist a 200 pound force applied in any direction at any point.

Structural steel components are to be ASTM A36/A36M-04.

Pipe for railings is to be ASTM A53-04, standard weight, hot dipped, zinc coated welded and seamless.

Steel Grating is to be metal bar type National Association Architectural Metal Manufacturers BG.

Conceal bolts and screws wherever possible. Locate welds on unexposed side wherever possible, grinding welds smooth and true to contour of welded member.

Railing connections may be standard fittings designed for welding, or coped and mitered pipe with full welds. Return ends of handrail to wall and close free end. Set rails parallel to rake of stairs to within 1/8-inch in 12 feet. Set posts plumb and aligned to within 1/8-inch in 12 feet.

Fabricate steel grating treads in accordance with NAAMM metal bar grating manuals. Provide end banding bars, except where carrier angle are used at tread end.

Provide hangers and struts required to support the loads imposed. Perform job site welding and bolting as specified for shop fabrication. Set stairs and other members in position and secure. Install stairs plumb, level and true to line.

When installation is complete, clean field welds and surrounding areas to bright metal, and coat Sherwin Williams Pro-Cryl primer. Paint non galvanized members with 2 coats of Sherwin Williams Industrial Acrylic Alkyd Urethane (B-53W1151) semi-gloss. Paint treads with Sherwin Williams Armorseal Tread Plex. Touch up abraded galvanized areas with zinc rich paint.

Warranty:

Contractor shall warranty all work for a period of one (1) year after final payment.

Alternate Number 1

Fabricate materials to construct and install exposed metal deck roof, designed based on a 40 pounds per square foot live load and 10 pounds per square foot dead load, over stairway as indicated on sketch entitled "Stairway Roof." All materials used in roof construction are to be galvanized.

Alternate Number 2

Cost to have entire stair assembly hot dipped galvanized after fabrication in lieu of priming and painting specified.

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

BID For Manchester High School, Exterior Stair Replacement

I/We, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Bid, and Specifications, all of which are made a part of this bid.

Pricing submitted shall reflect net pricing. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses will not be allowed. This bid shall remain valid for a period of 90 days after bid opening.

Total Cost for Alternate 1 – Metal Roof Fabrication and Installation

In figures: \$ _____

In Writing: _____ **dollars.**

Total Cost for Alternate 2 – Hot Dip Galvanize Stair After Fabrication in Lieu of Paint

In figures: \$ _____

In Writing: _____ **dollars.**

We have received the following addenda and included them in our bid: _____
(Addenda numbers)

BIDDER INFORMATION

BIDDER: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

SIGNED BY: _____ **TITLE:** _____
(Authorized Signature)

NAME (print) _____ **DATE:** _____

TELEPHONE: _____ **FAX:** _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____