

Consolidated School District of New Britain

New Britain High School Weight Room

Bid Specification

Demolition, Abatement of Asbestos Containing Materials, Install of new finish materials including flooring, furniture, ceiling materials, lighting and painting.

New Britain High School- 110 Mill Street, New Britain, CT 06051

Inquiries or Questions Due by Feb 28, 2025 to Smedley@csdnb.org

Sealed Bids Due March 14, 2025 at 9am

Public Bid Opening March 14, 2025 at 9 am at 250 John Downey Drive, New Britain, CT 06051

1.0 GENERAL INFORMATION:

A Mandatory walk through will be held at New Britain High School on February 3, 2025 at 11am. All interested contractors or vendors need to attend this walk through to qualify for the bid process.

No alleged "verbal interpretation" shall be held valid. No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify and of the provisions of this request. Every request for an interpretation shall be made in writing via e-mail to Robert Smedley Smedley@csdnb.org by February 28, 2025.

All questions received as above provided, and the decision regarding each, will be arranged as addenda. Any related addenda will be published on www.csdnb.org/bids and emailed to vendors, and shall become part of the contract. Prospective respondents may obtain a copy of the addenda, if any, via e-mail and/or online at the District's website at <http://www.csdnb.org/bids>

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued and if so, whether the respondent has received a copy of each. Addenda issued during the bidding period shall supersede any previous information.

Each bidder is considered to have examined the work to fully acquaint themselves with the exact existing conditions relating to the work and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. The submission of a bid will be considered as conclusive evidence that the bidder has made such an examination.

Each bidder contemplating the use of any subcontractor shall submit a list of subcontractors. The apparent low bidder shall file with CSDNB within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all subcontractors must be approved by CSDNB. Subcontractors listed on the Bid Form or those previously approved may not be changed without the approval of CSDNB.

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1.0 General Information Continued:

Inasmuch as this work concerns a needed public improvement, the provisions of this bid relating to the time of delivery, performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder shall commence work upon receipt of the signed Purchase Order unless CSDNB shall authorize or direct a further delay. Time of delivery shall be stated as the number of calendar days following receipt of the Purchase Order by the Bidder to receipt of the goods or services by Consolidated School District of New Britain. Prices quoted must include delivery to the Consolidated School District of New Britain as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid.

Time of delivery and completion of the project will be considered in the award. Please refer to the schedule of work attached.

1.1 SCOPE OF WORK - PROPOSAL OVERVIEW

A. ACM Abatement and Demolition work

CSDNB is seeking a qualified contractor to conduct asbestos abatement of flooring materials including rubber floor, tile, baseboard, glue, mastic and other associated materials attached to floor, subfloor or concrete slab identified herein. This bid shall include the cost for removal and proper legal disposal of asbestos containing flooring materials. Work includes filing and permitting all necessary applications, notifications, requirements and fees, insurance, necessary design services, providing skilled, licensed and certified labor, materials and equipment necessary for proper preparation, handling, removal and legal disposal of all asbestos -containing materials and asbestos contaminated waste from the identified areas in accordance with all requirement of applicable Federal, State and local regulations and these specifications. The following materials and amounts are included in the base bid work:

- 1- Tan Rubber floor and associated adhesive - Approximately 4500 square feet
- 2- 4" Tan cove base molding and associated adhesive - 350 linear feet

The weight room is located in a lower level basement area that is only accessible by stairs. The wheel chair elevator basket is not permitted for use as it has a 400lb capacity. Contractor will be responsible for providing their own dumpster and for all debris/ waste removal.

A final detailed cleaning of the area to include all surfaces, edges, wall mounted equipment and floors will be expected for project completion.

Abatement monitoring /IAQ testing will be managed by CSDNB with a licensed firm as required by law.

B. Furnish and Installation of new materials:

The selected contractor will furnish and install materials related to refurbishment of the athletic weight training room. This project will include painting and repairing the existing ceiling tile grid, replacement of all ceiling tiles, repair and patch damage to any casework, sheetrock surfaces or walls, replacement of flooring with an epoxy floor covering and repainting of all walls, door frames and fixtures.

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1.2 SPECIAL INSTRUCTIONS

Vendors responding to this RFQ must have sufficient staff to assure timely project completion. A penalty in the amount of \$500 per calendar day will be applied as a back charge to the vendor for failure to meet the substantial construction completion date of August 25, 2025. *The awarded vendor will be charged \$500 per day for each day beyond August 25, 2025 for work not completed.*

The bidders Project Manager must be experienced in educational facilities work and the public bidding environment, with emphasis on public school projects. Key consultants must also assign licensed, certified and experienced personnel who are knowledgeable in this type of project.

Respondents are hereby notified that all proposal submittals and information contained therein are attached thereto shall become public information upon selection of the successful bidder.

Comprehensive responses to the RFQ are expected. Additional information, not specifically requested, will be considered if provided.

The District reserves the right to reject any or all proposals for any reason it determines to be in its best interest or, in the alternative, to abandon the selection process in whole or in part. The district is not obligated to select the lowest priced vendor or lowest price submission.

The District reserves the right to request additional information from any vendor at any time after proposals are submitted or opened.

No fee or mark-up may be charged for reimbursable expenses. Expenses of outside printing, copying and reproducible drawings shall be reimbursed at the vendors direct cost.

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the request.

1.3 SCOPE OF SERVICES

Services to be provided will include, but may not necessarily be limited to the following:

1. Owner walkthrough to finalize project expectations
2. Schedule of work showing start date, progress dates and project completion date.
3. Schedule of Values at request of owner for all materials
4. Regular meetings with the owner's representative to provide project progress updates.
5. Preparation of area of demolition and abatement of flooring materials and associated adhesives. This includes all materials and costs associated with proper tenting, sealing and protection of areas to be abated.
6. Signage to be posted in the immediate area of abatement and on main entrance doors of the facility as required by CT General Statutes related to educational asbestos abatement.
7. Provision of proper refuse removal containers or dumpsters

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8. Abatement of Asbestos Containing Materials as identified in this specification
9. Provision of waste manifests if applicable to project and materials
10. Final clean of room and adjacent stairwells/ closets (Dust, Sweep, Vacuum, Mop)

The vendor is responsible for all site preparations to ensure that proper installation or demolition and application of all materials is compliant with local building code standards and to the manufacturer specific standards.

The vendor will be responsible for "Call Before You Dig" services if necessary.

1.3 SCOPE OF SERVICES (Continued)

Working hours will be Monday Through Friday 7am - 10pm.

The successful bidder shall obtain all permits required.

All equipment, tools & machinery must be secured at the end of each day.

These objectives are an example of the items that shall be addressed, but are in no way limited in scope to these alone.

1.4 PROPOSAL SUBMISSION GUIDELINES AND FORMAT

All submissions shall be provided in sealed big packages to Robert Smedley: 250 John Downey Dr. New Britain, CT 06052. Please label your envelope "NBHS WEIGHT ROOM PROJECT". Sealed bid packages are due by March 14th at 9am.

All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Board of Education receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, canceled or modified, for sixty (60) days after the opening date, to give the District sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer. Upon award of the RFP, the winning respondent shall be bound by the proposal price throughout the contract period. An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

All proposals will be publicly opened and received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening. The District reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal

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point error or FOB terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The District reserves the rights to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The District also reserves the right, if applicable, to award the purchase of individual items under this RFQ to any combination of separate proposals or proposers.

The District will accept the proposal that, all things considered, the District determines is in its best interests. Although price will be an important factor in most RFPs, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the District's interests, including compliance with the procedural requirements stated in this RFP. The District will not award the proposal to any business that or person who is in arrears or in default to the District with regard to any tax, debt, contract, security, or any other obligation.

The award may be subject to further discussions with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the District any obligations. The District is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Board has obligations, only if and when a Contract is executed by the District and the proposer.

The Consolidated School District of New Britain and the City of New Britain are not responsible for any costs incurred by any Responder in connection with this RFP. The expenses incurred by any Responder in the presentation, submission, and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the City of New Britain.

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued. A proposer's failure to have reviewed all information that is part of or applicable to this RFQ, including but not only any addenda posted on the District's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto. Each proposer is deemed to be familiar with and is required to comply with all federal, state, and local laws, regulations, ordinances, codes and orders that in any manner related to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFQ, and it is capable of performing the work to achieve the District's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize themselves with all conditions of the property before preparing its proposal.

The District reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the District in its sole discretion deems desirable.

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1.5 Wages and Salaries

- A. Attention of bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage (**Federal Davis Bacon wages**) and salary rates specified in the Contract Documents and the conditions of employment with respect to certain categories and classifications of employees; if the total amount of project is more than \$100,000 . (This is not state wages.) Please visit the the site listed here for information:
(dol.gov/agencies/whd/forms/wh347)
- B. The rates of pay set forth within the Contract Documents are the minimum to be paid during the life of the contract. It is therefore the responsibility of bidders to inform themselves as to local labor conditions, such as the length of work day and work week, overtime compensation, health and welfare contributions, labor supply and prospective changes or adjustments of rates.
- C. The bidder is advised of the requirement under this contract for compliance with the Federal Labor Standards Provisions including the "Anti-Kickback ACT" and Labor Standards for Ratios of Apprentices and Trainee to Journeymen (Exhibit B)

1.6 GENERAL CONDITIONS

- A. Non-Discrimination and Affirmative Action - Respondent, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, marital status, sexual orientation, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to blindness, unless it is shown by the Respondent that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States of the State of Connecticut, nor otherwise commit an unfair employment practice. Respondent further agrees that this article, (and any additional provisions required by law), will be incorporated by Respondent in all contracts entered into in connection with this contract. Every contract to which the State is party must contain the nondiscrimination and affirmative action provisions provided by the Connecticut General Statutes Section 4a-60a.
- B. Each proposer must submit a completed Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy form included with this RFP. Proposers with fewer than ten (10) employees should indicate that fact on the form and return the form with their proposals.
- C. Executive Orders - The contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, concerning the listing of employment opening and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made part of the contract as if they had been fully set forth in it. The contract may also be subject to Executive ORder NO. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of

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Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

- D. Compliance with Immigration Laws - By submitting a proposal, each proposer confirms that it has complied, and during the term of the Contract will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under the Contract will at all times be authorized for employment in the United States of America. Each proposer confirms that it has a properly completed Employment Eligibility Verification, Form 1-9 for each person who will be assigned under the Contract. The successful proposer shall defend, indemnify, and hold harmless the Consolidated School District of New Britain, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgements, losses or expenses, including fines, penalties, punitive damages, attorney's fees and costs, brought or assessed against, or incurred by, the District indemnified Parties related to or arising from the obligations under IRCA imposed upon the successful proposer or its subcontractor. The successful proposer shall also be required to pay any and all attorney's fees and costs incurred by the District's Indemnified Parties in enforcing any of the successful proposer's obligations under this provision, whether or not a lawsuit or other proceeding is commenced, which obligations shall survive the termination or expiration of the Contract.
- E. Payment Bond/Performance Bond State Law Requirements - Conn. Gen. Stat. Sec. 49-41, known as the Little Miller Act, requires that the District ensure that payment bonds a/k/a labor and materials bond in the amount of the contract are provided for public works projects over \$100,000. When a contract for construction, alteration, remodeling, repair or demolition of any public building is estimated to cost more than \$500,000 additional laws/requirements apply. The contractor should familiarize themselves with all aspects of state law and any applicable regulations pertaining to these requirements in order to ensure full compliance.
- F. Equal Employment Opportunity (EEO) - Minority Business Enterprises (MBE). If a project is funded in whole or in part by state or federal funds, there may be a requirement that the contractor comply with Conn. Gen. Stat. Sec. 4a-60 and applicable State regulations. On these projects it will depend upon which set-aside requirements are imposed by the funding agency. If no set-aside requirement is imposed, a statement that the contractor is required to undertake good faith efforts to include subcontractors and suppliers who are minority business enterprises will suffice and shall be deemed to be incorporated into the Contract with the District. If there is a set-aside goal, the District and contractor shall comply with the Small Contractors Set-Aside Program and the hiring goals identified by the State Commission on Human Rights and Opportunities (CHRO).
- G. Tax Exemptions - The District is exempt from the payment of federal excise taxes and Connecticut sales and use taxes. The District is exempt from State sales tax.
- H. Assigning, Transferring of Agreement - The successful Respondent is prohibited from assigning, transferring, converting, subletting or otherwise disposing of this agreement, its rights, title or

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interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town.

- I. Advertising - The successful proposer shall not name the District in its advertising, news releases, or promotional efforts without the District's prior written approval. If it chooses, the successful proposer may list the District in a Statement of References or similar document required as part of its response to a public procurement. The District's permission to the successful proposer to do so is not a statement about the quality of the successful proposer's work or the District's endorsement of the successful proposer.
- J. W-9 Form - The successful proposer must provide the District with a completed W-9 form before Contract execution.
- K. Non-Employment Relationship - The District and successful proposer are independent parties. Nothing contained in the Contract shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of the Contract. The successful proposer understands and agrees that it is not entitled to employee benefits, including but not limited to worker's compensation and employment insurance coverage, and disability. The successful proposer shall be solely responsible for any applicable taxes.
- L. Amendment/Termination - The District may, before and after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the District determines it is in the District's best interest. Any such action shall be effected by a posting on the District website, www.csdnb.org, under "Departments", "Finance and Contracted Services". Each proposer is responsible for checking the District website to determine if the District has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.
- M. Penalties- The District may apply penalties to the contract for any extensive delay in delivery of materials or construction and services as required in this bid and subsequent contract in the amount of \$500 per day per instance until materials or services are delivered. Stop work, abandonment or termination of the contract by contractor is also subject to penalties of \$500 per day including termination of contract by the Consolidated School District of New Britain and any associated legal or court fees necessary to settle any dispute.

1.7 CRITERIA FOR EVALUATING PROPOSAL SUBMISSIONS

- A. The Facilities Department will evaluate the proposals and establish a shortlist of finalists based on the lowest responsible bid in the best interest of CSDNB. The shortlisted vendors will be evaluated and one will be selected based on the **(1)** firm's qualifications, experience and demonstrated familiarity with Public School projects in general and specifically renovation projects of similar size, scope and nature and **(2)** the ability to meet the schedule of work.

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- B. The Committee's recommendation for the most responsive and responsible respondent shall be presented to the Board of Education for approval and for final negotiations to finalize the contract(s) in conformance with the District requirements and subject to BOE approvals and possible review by the District attorney. The contract will not be deemed to be awarded until a written contract, in a form acceptable to the District, has been fully executed by both parties.

- C. The factors listed below will be considered as stated in section A. This list is not necessarily exclusive.
 - a. The key personnel assigned to the project and their present workload.
 - b. The project team's experience with projects of similar nature and scope.
 - c. The firm's qualifications, experience and demonstrated familiarity with Public School Building projects in general and specifically renovation projects of a similar size, scope and nature.
 - d. Previous design and oversight experience in projects involving alterations and renovations to similar facilities, equipment and services.
 - e. The proposed project approach and how staff and consultants will be organized and utilized both during design and construction administration phases.
 - f. Extent of services offered and depth and extent of overall resources that can be put to use to ensure the success of the project.
 - g. Availability and continuity of staff during the course of the agreement, if selected.
 - h. Identification of critical issues that could affect a successful outcome.
 - i. Detailed work experience on similar projects during the last 5 years.
 - j. A detailed statement including the organizational structure under which the firm proposed to conduct business.

Although price will be an important factor in most RFPs, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the District's interests, including compliance with the procedural requirements and schedule stated in the RFP.

The District Selection Committee may choose finalists to interview.

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1.8 INSURANCE REQUIREMENTS

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the District from requiring additional limits and coverage to be provided under the Contractor's policies.

Minimum Scope of Limits of Insurance

The Contractor awarded shall agree to maintain in force at all times during the contract the following minimum coverages and shall name "The City of New Britain and the Consolidated School District of New Britain" as an Additional Insured on a primary and noncontributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"VIII.

General Liability	(Minimum Limits)
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	
Combined Single Limit Including Hired /Non Owned Auto Liability	\$1,000,000
Professional Liability	
Each Claim or Each Occurrence	\$1,000,000
Aggregate	\$1,000,000
Umbrella	
Each Occurrence	\$1,000,000
(Excess Liability)	
Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and employers' Liability	WC Statutory Limits
EL Each Accident	\$1,000,000
EL Disease Each Employee	\$1,000,000
EL Disease Policy Limit	\$1,000,000

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The Contractor must provide a current Certificate of Insurance to the Consolidated School District of New Britain prior to commencement of work. The Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be canceled, limits reduced or coverage altered, 30 days written notice must be given to the Consolidated School District of New Britain.

Valuable Papers Insurance

The Contractor shall secure and maintain until the complete design has been accepted by the Consolidated School District of New Britain and all original tracings, design computations, survey data, and other documents or data have been presented to the Consolidated School District of New Britain, a Valuable Papers insurance policy to assure the Consolidated School District of New Britain that all records, papers, maps, statistics, survey notes, all tracings, design and other data or documents related to the Project will be reestablished, recreated or restored if made unavailable by fire, theft, or any other cause. The Contractor shall retain in its possession duplications of all survey plans and field notes.

The Contractor shall retain in its possession duplications of all products of its services under this Agreement if and when it is necessary for the originals to be removed from its possession during the time that this policy is in force. This policy shall provide coverage in the amount of Seventy-five Thousand Dollars (\$75,000.00) when the insured items are in the Contractor's possession, and in the amount of Twenty Thousand Dollars (\$20,000.00) regardless of the physical location of the insured items.

Subcontractors

The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractors. All Certificates of Insurance shall be provided to the Consolidated School District of New Britain as required herein.

Aggregate Limits

Any aggregate limits must be declared to and be approved by the Consolidated School District of New Britain. It is agreed that the Contractor shall notify the Consolidated School District of New Britain whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein.

Any premium for such shall be paid by the Contractor.

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Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the Consolidated School District of New Britain. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Waiver of Governmental Immunity

Unless requested otherwise by the Consolidated School District of New Britain, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the Consolidated School District of New Britain.

1.9 BID PROTEST PROCEDURES

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN PROTEST PROCEDURE

A. Submission of Protest

1. In the event a bidder wishes to protest the award of a bid, the protesting party may submit a protest to the Chief Operations Officer within five (5) business days after the delivery of bid results, in writing, setting forth the basis on which the protesting party challenges a contract awarded by the selection committee.
2. A protest must be submitted to the Chief Operations Officer at the address provided in the RFP and include the following:
 - a. Name, address, e-mail address and telephone number of the protesting party.
 - b. Bid, proposal, or contract number.
 - c. Detailed statement of the legal and factual grounds for the protest, including a description of resulting prejudice to the protesting party.
 - d. Copies of all relevant documents.
 - e. Request for a determination by the Chief Operations Officer.
 - f. Statement of the relief requested.
 - g. Information establishing that the protest was timely filed in accordance with this protest procedure.
3. The successful bidder may, but is not required to, file an answer to the protest with the Chief Operations Officer. Any answer by the successful bidder must be postmarked no later than ten (10) business days after the successful bidder's receipt of the protest.
4. Any untimely protest will not be considered and will be returned to the protesting party.

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B. Review of Protest and Determination:

1. Upon receipt of the protest, the Chief Operations Officer shall review the protest, supporting documents, and any other documents, including an answer by the successful bidder, if any, and issue a written determination within forty-five (45) business days after receipt of the protest. The protest office may take any action or make any requests he or she deems necessary to investigate the protest, including extending the time to issue a decision to obtain all evidence and other pertinent information.
2. A conference with respect to the protest shall be scheduled by the Chief Operations Officer and shall be attended by their designee and such other persons as the Chief Operations Officers shall require to attend. The subject matter of the conference shall be limited to the reasons for the protest specified in the written request for the conference. The conference shall also include a discussion of the notice of determination with the reason(s) upon which it is based. The protesting party shall be advised their right to appeal an unfavorable determination.

C. Appeals

1. The determination rendered by the Chief Operations Officer to resolve the protest shall be the conclusive and final determination of the protest, unless, within ten (10) business days after the protest conference, an appeal is postmarked by the protesting party or successful bidder. The appeal shall be in writing and sent to the appeals officer at the address provided for in the bid or proposal, or as provided at the protest conference. The successful bidder may, but is not required to, submit an answer or further documentation in opposition to an appeal filed by the protesting party.
2. The appeals officer will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the disputed procurement action prior to issuance of a formal dispute decision.
3. No evidence or information may be introduced or relied upon in the appeal that has not been presented to the Assistant Director of Finance. The appeals officer shall review the appeal and supportive documents. The appeals officer will issue a written decision within ten (10) business days of receipt of the appeal. The appeals officer may take any action or make any requests he or she deems necessary including extending the time to issue a written determination. A copy of the written determination, stating the reason(s) upon which it is based shall be sent to the protesting party and the successful bidder by mail. The determination of the appeals officer shall be the District's conclusive and final determination of the protest.

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	DESCRIPTION	PRICE TOTAL
Demolition and Abatement	Abatement of ACM Materials (See Section 1.1 - A)	
	Demolition of ceiling tiles, cove base, flooring materials down to subfloor, various pieces of metal weight lifting equipment. Includes labor and dumpster costs.	
Ceiling Tiles	2x4 Acoustical Ceiling tiles. Flat Black, Square edge. (4500 sq ft)	
Lighting	2 x 4 LED lighting fixtures. (50 fixtures) Flat Panel 4500 lumens or more	
	Emergency Light fixture replacement	
	Suspended LED decorative Fixture, Color changing, circular design.	
Flooring	Floor Leveling and Preparation	
	Poured in place epoxy floor system Color TBD.	
	Cove Base - 4in Color TBD	
Painting	Ceiling Grid- Black	
	Walls, Door Frames, Trim- Color TBD	
Diamond Plate	Diamond Plate to surround the entire room 4' high from ground. Include installation cost.	
	TOTAL PROJECT COST:	
Total project cost in written words: _____		
ALTERNATE 1	Ceiling Tiles- 2x4 Acoustical Ceiling tiles- Flat white with square edge (standard tiles)	

The above price totals and total project cost will remain valid for 90 days from the signed date below.

Vendor: _____

Signed: _____ Date: _____

Printed Name: _____ Phone: _____

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Bid Process Schedule:

January 15, 2025- Bid Published Publicly

February 3, 2025- 11am - Mandatory Walk Through - New Britain High School

February 28, 2025- Last day to submit Request for Information

March 14, 2025- Bid Submissions are due by 9am.

Public Bid Opening - 9am at 250 John Downey Dr. NB, CT 06052

March 24, 2025- Recommendation of vendor to Finance/ Facilities/ Transportation committee

April 7, 2025- New Britain Board of Education possible approval of bid award.

Construction Schedule:

June 23, 2025 - Start of Demolition and Abatement work

- Weekly construction meetings to be held with the owner to track progress.

August 25, 2025- Substantial completion of work required.

- Final clean of room required before 9/2/25. (Dust, Broom, Vacuum, Wet mop)
- (\$500 per day penalty for each day that work is not completed after this deadline.)

September 2, 2025 - Room ready for staff and student use.

No work days:

Saturday work - \$448 per day for 8 hour shift charge to vendor (Prior approval required)

Sunday work- \$600 per day for 8 hour shift charge to vendor (Prior approval required)

Friday July 4, 2025 - CLOSED for Independence Day

Monday September 1, 2025 CLOSED for Labor Day

Vendor Acknowledgement of Construction Schedule Dates:

Vendor: _____

Signed: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

Consolidated School District of New Britain

New Britain High School Weight Room

Notice of Subcontractor Assignment

Name of Subcontractor firm 1:

Address of firm:

Phone Number of Primary / Lead:

Work to be performed by Subcontractor:

Date of work assignment:

Expected completion of work by subcontractor:

Name of Subcontractor firm 2:

Address of firm:

Phone Number of Primary / Lead:

Work to be performed by Subcontractor:

Date of work assignment:

Expected completion of work by subcontractor:

Name of Subcontractor firm 3:

Address of firm:

Phone Number of Primary / Lead:

Work to be performed by Subcontractor:

Date of work assignment:

Expected completion of work by subcontractor: