CONTRACT BIDDING DOCUMENTS

For

RESTROOM MODIFICATION

AT

BUGBEE ELEMENTARY SCHOOL

BID# 6181F
SDE# 155-0233 RE
WH# 2009-0508

TOWN OF WEST HARTFORD

INFORMATION

RESTROOM MODIFICATION
AT
BUGBEE ELEMENTARY SCHOOL

BID# 6181F

ARCHITECT

NORTHEAST COLLABORATIVE ARCHITECTS LLC
500 PLAZA MIDDLESEX
MIDDLETOWN, CT 06457

PROJECT MANAGER

JOSEPH MERCIERI
CAPITAL PROJECTS MANAGER

ALL QUESTIONS TO

PURCHASING SERVICES
TAMMY BRADLEY
SENIOR BUYER

All questions must be submitted in writing and mailed to the Purchasing Office emailed to Tammyb@westhartford.org or faxed to 860-561-7492 at least seven calendar days prior to the date established for the opening of bids. Please do not call the Engineer/ Architect, Project Manager or Purchasing Office with questions.

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PROJECT NARRATIVE

THIS PROJECT CONSIST OF RELOCATING 2 FIXTURES ONE DOOR AND THE CONSTRUCTION OF APPROXIMATELY SEVEN FEET OF INTERIOR PARTITION.

PROJECT ESTIMATE: $6,000.00

LIST OF DRAWINGS

COVER SHEET

A-101 FLOOR PLAN
P-1 PLUMBING PARTIAL FLOOR PLAN

Town of West Hartford
Capital Projects
Work Rules

General

Contractor, supervisory, and trades personnel will be required to be familiar with and adhere to the Project work rules. Failure to comply with these Work Rules may result in being banned from the project site. All construction activities that are disruptive to school operations (due to noise, vibration, dust, odors, etc) shall occur outside regular school hours.

Foreman/Supervisory Personnel

1. Trade Foreman/Superintendent must be on the jobsite whenever their manpower is on site. This includes subcontractor personnel.
2. Have manpower available onsite to receive and unload your materials whenever deliveries are made. (If manpower is not available the delivery will be sent back.)
3. Keep all working drawings used in the field up to date with all changes.
4. Maintain complete files of Material Safety Data Sheets (MSDS) on the jobsite.
5. Keep all "as built" drawings up to date.
6. No entry to the building is allowed except to do tie ins. When entry is required each individual must sign in at main office and obtain a visitor's badge.

All Contractor Personnel

1. Job hours are 7:00 AM to 3:30 PM for first shift and 3:30 PM to 11:00 PM for second shift. Additional time may be subject to custodial overtime charges of approximately $25.00 per hour.
2. No material deliveries or movement of construction vehicles among buses/students during student drop-off of pick-up times. 8:00-8:45 AM & 3:15-3:45 PM Monday, Tuesday, Thursday, Friday and 1:45 PM-2:15 PM on Wednesday.
3. No alcohol or controlled substances allowed on the school property.
4. No smoking within the building or on the school property.
5. No food is to be eaten in the building. All food related trash is to be removed from the site at the end of each day.
6. Clean up all work areas daily. Keep the job clean and debris free.
7. Coordinate your work with the work of other trades. Check preceding work prior to starting new work. Do not proceed unless preceding work is completely acceptable.
8. Protect your work at all times from damage.
9. Park in designated areas only. Keep parking areas accessible for emergency vehicles. Privately owned vehicles are not permitted in areas of construction.

Safety

1. A copy of the contractors safety program shall be present at job site.
2. All work activities are to be planned with Safety as the #1 priority.
3. The owner is to be notified immediately of **all** accidents, injuries and near misses, no matter how small.
4. A first aid kit large enough for their crew size is to be provided by the contractor.
5. A proper fire extinguisher supplied by the contractor shall be present at the work area.
6. All personnel in work areas will have, as a minimum, hard hats, safety glasses, work shoes, shirts with sleeves, and long pants. Hard hats have to have company and employees name.
7. No interruption of building services (e.g. power, water, fire alarm intercom, ventilation, heating, cooling, etc.) without prior coordination with owner.
8. No use of any tools, equipment or supplies, other than contractors supplied.

INVITATION TO BID

Sealed bids marked "RESTROOM MODIFICATION AT BUGBEE ELEMENTARY SCHOOL BID#6181F" will be received at the office of the Purchasing Division, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut until 2:30 PM on APRIL 6, 2011 at which time they will be publicly opened and read.

Drawings and Specifications for review will be available in the Purchasing Office, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut, 06107. Bid Forms, Drawings, and Specifications may be obtained at this location for a non-refundable deposit of $ 25.00. Make deposit check payable to the Town of West Hartford. The Town does not mail drawings and specifications. The Contractor may arrange for delivery of the drawings and specifications by a third party at the Contractor's expense. Any questions concerning this request for bid shall be addressed to the Purchasing Agent at the address below.

A pre-bid conference will be held on MARCH 23, 2011 at 2:30 PM at BUGBEE SCHOOL MAIN OFFICE at which time questions concerning the project will be answered. Prospective bidders are expected to attend the pre-bid meeting as this will be the only opportunity to verbalize questions relative to this project and view the job site with the Town's project team.

The Town of West Hartford has determined this project meets the criteria for participation in the State of Connecticut's Prequalification. The Contractor shall hold a current "**DAS Contractor Prequalification Certificate**" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to C.G.S. § 4a-100. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "**Update (bid) Statement**". Failure to submit these items with the bid will result in disqualification of the bidder per C.G.S. § 4a-100. If you have any questions regarding these requirements contact the State of CT, DAS, at telephone number 860-713-5280 or visit their web site at www.das.state.ct.us. In conjunction, contractor must complete and submit with their State Prequalification documents, the Town of West Hartford's Supplement, section 204-10 executed.

All Bidders must file with their bid a bid bond, certified or treasurer's check in the amount of 10% of the total of the base bid made payable to the Town of West Hartford.

Performance and Labor and Material Payment bonds in the amount of 100% of the contract price will be required of the successful bidder if the contract pursuant to this request for bids exceeds $50,000.00.

No bid may be withdrawn for a period of ninety (90) days after the opening of bids without the approval and written consent of the Town of West Hartford.

The right is reserved to reject any and all bids, to waive any informality in the bidding and to make awards in any manner that is the most beneficial to the Town.

Bidders are encouraged to attend the town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the town's solicitation. BIDDERS WHO WOULD LIKE THE RESULTS OF THE BID BUT ARE UNABLE TO ATTEND THE BID OPENING MUST SUBMIT WITH THEIR BID A SELF ADDRESSED STAMPED ENVELOPE AND NOTE REQUESTING A COPY OF THE BID RESULTS. We will endeavor to forward the bid results within two weeks. BIDDERS CALLING THE PURCHASING OFFICE FOR BID RESULTS WILL BE REFERRED TO THE ABOVE PROCEDURE.

TOWN OF WEST HARTFORD
CHRIS JOHNSON
PURCHASING AGENT