

FINANCE

INVITATION TO BID
TOWN OF NORTH HAVEN

Sealed bids for the **Ridge Road FireHouse (Company 3) Renovations, Project No. 16-8**, will be received at the Finance and Administration Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until **10:00 am on Thursday, September 10, 2015**, at which time and place they will be opened and publicly read. Specifications may be obtained from the Department of Finance and Administration Office. After bids are received, the Director of Finance and Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance and Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance and Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance and Administration

GENERAL INFORMATION TO BIDDERS
Project No. 16-8

General Information to Bidders

The Town of North Haven will receive sealed Bid Proposals for the **Ridge Road FireHouse (Company 3) Renovations, Project No. 16-8**. The firehouse is located at 1331 Ridge Road in North Haven, Connecticut. Sealed bids will be received at the Department of Finance and Administration, Memorial Town Hall, 18 Church Street, North Haven, Connecticut until **10:00 a.m. on Thursday, September 10, 2015**. Bids received after the specified closing time will not be accepted and will be returned to the prospective bidder unopened.

Contract specifications are available for review at the Department of Finance and Administration, Memorial Town Hall, 18 Church Street, North Haven, Connecticut.

A mandatory pre-bid site visit is scheduled for Friday, August 28, 2015 at 9:00 a.m. at the job site. Fire Chief Landisio will conduct the walkthrough at which time any and all questions will be answered.

The Bid Specifications must be followed and complied with in all respects.

The successful bidder shall comply with all applicable Federal, State, and local laws and regulations and all Town of North Haven requirements.

All bids shall be held firm by the bidders for a period not less than ninety (90) days. No Bidder shall withdraw their bid during that time period.

No oral or facsimile bid proposals are permitted or shall be considered as valid for the purposes of the **Ridge Road Fire House Renovations - Project No. 16-8**.

The Town of North Haven's Director of Finance and Administration reserves the right to reject any and all bids or to waive any informalities, irregularities, omissions, or technical defects in the bids.

The successful bidder shall participate and comply with all applicable affirmative action, equal opportunity employment, non-discrimination and local hiring preferences established by the Town of North Haven.

All Bidders must comply with and satisfy the Standard Bid and Contract Terms and Conditions, a copy of which is available from the Town of North Haven's Department of Finance and Administration.

All Town of North Haven Permit Fees associated with the work under this contract are hereby waived by the Town of North Haven. The work to be conducted is at a Town owned and maintained facility.

After bids are received, the Director of Finance and Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing

the bids, the Director of Finance and Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance and Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven.

This contract is being bid pursuant to Section 406 of the Charter for the Town of North Haven. The attention of the bidders is also directed to the Ordinances of the Town of North Haven, including Chapter 95 – BID PREFERENCE FOR TOWN-BASED BUSINESSES.

DESCRIPTION OF WORK TO BE PERFORMED:

General Conditions:

- Supervise and schedule subcontractors.
- Set safe work area.
- Supply dumpster.
- Final cleaning.
- Supply required scissors lift.

Removals:

- Remove the existing wall covering to access electrical and plumbing
- Remove miscellaneous blocking on masonry walls.
- Remove electrical boxes on walls.
- Remove old lights and electrical cables.

Carpentry & Finishes:

- Frame a new liner wall and perimeter to secure kitchen including a man door and security shutter over pass thru window.
- Frame and sheetrock walls to create a mechanical room for new air handler.
- Frame wall to section off electrical service.
- Sheetrock walls and tape with three coats of compound.
- Supply and install steel door and frame near electrical service and into kitchen.
- Install blocking for kitchen cabinets.
- Supply and install kitchen cabinets. We included a (\$4,000.00) Allowance for cabinets and tops.
- Supply and install a 2x4 non directional drop ceiling.
- Patch window infill with stucco.
- Trim two windows to match existing windows.
- Paint masonry walls with fire house standard colors.
- Supply and install VCT flooring throughout space including bathroom.
- Wax floor with three coats of high gloss wax.

Plumbing:

- Supply and install an ejector pump under sink to an existing drain line.
- Supply and install hot and cold water lines to new 2522 SS sink.

Electrical:

- **Supply and install 24 T-8 light fixtures.**
- **Relocate smoke detectors.**
- **Install new GFI outlets near sink.**
- **Install new outlet for pump.**
- **Install the required wiring for new air handler.**

HVAC:

- **Disconnect two hot water unit heaters.**
- **Supply and install a new air handler with hot water heating coil.**
- **Supply and install an AC condenser unit outside near electrical service.**

Insurance

The Contractor shall carry Manufacturers' and Contractors' Public Liability Insurance with limits of \$2,000,000. to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents, which may occur or result from operations under the contract, such insurance shall cover the use of all equipment, including but not limited to excavators, rollers, paving equipment, motor vehicles, etc., in the construction of improvements embraced in this contract.

The Contractor shall carry, during the life of the contract, Property Damage Insurance in an amount of not less than \$500,000. to protect himself and his subcontractors from claims for property damage, which might arise from operations under the contract.

The Contractor shall carry all necessary Workers Compensation Insurance.

Insurance policies shall be conditioned to indemnify and save harmless the Town of North Haven from all suits or actions brought against the contractor, it and or them for or on account of any injuries received or property damage sustained by any party, or by or from the Contractor.

Certificate of Insurance

The successful bidder will be required to submit a Certificate of Insurance upon receipt of award and before starting work. The Certificate of Insurance shall name the Town of North Haven as "additional insured".

Retainage

The Town of North Haven shall retain five percent (5%) of the total bid amount for up to a period of one year from date of completion.

Bid Bond

A Certified Check, Bank Draft or Bid Bond made payable to TREASURER, TOWN OF NORTH HAVEN, in an amount equal to five percent (5%) of the total bid, shall be submitted with each bid.

Commencement of Work

No work shall commence under the contract without the issuance of a Notice to Proceed or Award and a Purchase Order from the Town of North Haven's Department of Finance and Administration. The successful Contractor shall not exceed the total contract price without advance written approval from the Town of North Haven's Department of Finance and Administration.

The successful Bidder shall execute the Contract provided by the Town without alteration, within fifteen (15) days of the Notice of Proceed or Award.

REVISED BID SHEET

Project No. 16-8

NOTES TO BIDDERS

1. All bids are to be held firm until awarded.
2. The Town of North Haven will hold the successful bid prices firm for a period not to exceed 90 days from the date of award.
3. Envelope (s) must be plainly marked **BID –RIDGE ROAD FIRE HOUSE RENOVATIONS, PROJECT NO. 16-8**, with the time and date of Bid Opening.
4. Bids must be submitted on this form.
5. The Successful Bidder's overhead, profit, equipment, labor, transportation and all other related costs to this contract are included in the total Base Bid cost.
6. Delivery/completion time may affect award of contract.

BID

Removal and Demolition	\$ _____
Carpentry, Finishes and Paint	\$ _____
HVAC	\$ _____
Electrical	\$ _____
Plumbing	\$ _____
Total Bid	\$ _____

Bids Submitted By: _____

Date: _____

Name of Firm

Telephone Number Fax Number

Address

Printed Name Title

City, State, Zip

Authorized Signature