

**INSTRUCTIONS TO BIDDERS
TOWN OF HADDAM CONNECTICUT
PAINTING OF SENIOR CENTER, 923 SAYBROOK ROAD**

The following instructions and specifications shall be observed by all Bidders:

1. GENERAL CONDITIONS

INTENT

The purpose of these specifications is to obtain a contractor to prepare and paint the exterior of the Town-owned Senior Center as described herein. The contractor must be prepared to start work within the specified time and have adequate labor, materials, and equipment available to dedicate to this project to insure completion within the specific time frame. Note, the building is and will remain occupied during this construction, and adequate provisions made for safe entrance and egress of patrons and staff at all times shall be provided.

1. Bid Opening

Sealed bids will be accepted at the First Selectman's Office, 30 Field Park Drive, Haddam, CT 06438 until 10:00 a.m. on **June 2, 2017**, at which time they shall be publicly opened and read. Bids received by the Town after the date and time specified will not be accepted.

2. Withdrawal of Bid

Bids may be withdrawn sixty (60) days after bid opening if no award has been made.

3. Award of Bid

Award of bid shall be made to the lowest responsible bidder. The lowest responsible bidder is that person or firm whose bid to perform is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Town and whose bid documents comply with the procedural requirements stated herein.

The Town of Haddam reserves the right to reject any and all bids, or part of such bid, or waive any defect, irregularity or informality of any bid when it is determined to be in the best interest of the Town.

Failure to completely fill out the bid form could result in rejection of bid submission. If an option is not available, it should clearly be stated on the bid form.

4. Bid Return Envelope

Bids are to be submitted in an envelope clearly marked with the bid title and opening date so as to prevent opening a sealed bid prior to the date specified. Any bids not so marked and opened by the Town prior to the date specified shall be rejected.

- A. Bid form
- B. Fair Employment Practices for Qualifications for Bidders
- C. Affidavit for Local Preference (Appendix III if applicable)
- D. Non-collusive Affidavit
- E. List of references with phone numbers

5. No Bid

Failure to return a bid will result in the removal of your firm's name from the Bid List. A "No Bid" response and responsive bids will result in your firm's retention on the Bid List.

6. Performance/Labor & Material Bond

A performance and labor and material bond will **not** be required for this project.

7. Acceptance of Subcontractor

Submission of name of Subcontractor in Proposal shall be deemed to constitute an acceptance by Contractor, if awarded Contract, of Bid of such subcontractor. Any alteration therein, after award of Contract, shall be subject to the approval of Town.

8. Substitution of Named Brands

Should brand name items appear in this bid, before bidding on any items that are considered equal to or better than a named item, the bidder shall get approval of the Director of Public Works or his designee for the substitution.

9. Prices and Discounts

Prices bid shall not include any taxes, Local, State or Federal, as the Town is not liable. Bidders may quote binding discounts which will be considered in awarding the bid.

10. Changes and/or Additions

All changes or additions to these specifications shall only be done by written change order with the signature of the Director of Public Works or his designee.

11. Questions Relating to Specifications

Any request from prospective bidders for interpretation of meaning of specifications or other contract documents shall be made in writing or faxed (860-345-5156) to Chris Corsa, Assistant Director of Public Works, P.O. Box 395, 103 Depot Road, Higganum, CT 06441 and to be given consideration must be received at least seven (7) days prior to date fixed for opening of bids. Interpretations will be made in the form of a written Addendum to Bid Documents, which Addenda shall become a part of Contract. Not later than four (4) days prior to date fixed for opening of Bids, Addenda will be posted on the Town's website. Failure of any Bidder to receive any such Addenda shall not relieve bidder from any obligation under this bid as submitted.

12. Equal Opportunity – Affirmative Action

The successful contractor shall comply in all aspects with the Equal Employment Opportunity Act. Each contractor with 15 or more employees shall be required to have an Affirmative Action Plan which declares that it does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each Contractor with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. All bidders must fill out the Fair Employment Practices for Qualifications of Bidders form that follows. Findings of non-compliance with applicable State and Federal regulations could be sufficient reason for revocation or cancellation of this contract.

13. **Insurance Requirements**

The contractor shall procure and maintain at its own expense, the following insurance: See Appendix 1.

Note: Insurance Certificates in accordance with the requirements contained herein must be submitted to the Town prior to the signing of an agreement.

14. **Non-collusive Affidavit**

See attached required Non-collusive Affidavit of Proposer form.

15. **Severability**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

16. **Guarantees**

The bidder shall state the time period and conditions involved in any guarantees (minimum one year) to be furnished with the item bid.

17. **Time of Completion**

The time of completion of the contract will be thirty (30) calendar days from date of written notice to proceed.

18. **Liquidated Damages**

Sum of one hundred (\$100) dollars is to be agreed upon as liquidated damages, and shall be paid by Contractor to Owner for each and every calendar day in which this Contract is uncompleted after time stipulated for such completion, and prices bid shall be fixed with regard to this provision.

19. **Compliance with Law**

Bidders agree to comply with all applicable federal, state and local laws, ordinances, regulations and orders respecting all goods provided under this bid. In the event of violations, bidder shall pay all fines and penalties, including legal costs.

20. **Governing Law**

This bid shall be governed by and construed in accordance with the laws of the State of Connecticut.

21. **Assignment of Contract**

This Contract may not be assigned by bidder without the prior written approval of the Town. Any attempt to do so shall be invalid and shall result in the immediate termination of the Contract.

22. **Terms of Payment**

The Town shall pay each invoice for work completed or provide written notice of objects within thirty (30) days of receipt of an invoice.

II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS

1. Scope of Work

The work covered by these specifications consists of furnishing all labor, tools, equipment, and materials to perform all operations in connection with the preparation for and painting of all siding and trim, including windows and doors, and/or any other work spelled out in connection with the necessary repairs to the exterior of the Senior Center.

2. Painting the House Exterior

Benjamin Moore exterior house paint, commercial grade, or its equal shall be used. Any paint substitute must be approved by the Town. The house will be painted the existing color and the Town will choose the color/shade to be used.

A. Scrape/Wire Brush exterior of house and perform the following work:

1. Windows

- a. Scrape/Wire Brush all window trim boards.
- b. Sand all woodwork to smooth finish.
- c. Apply one coat of primer.
- d. Caulk and fill all rough wood to smooth finish and spot prime.
- e. Apply two coats of latex paint and hand sand between coats.

2. Siding

- a. Scrape/Wire Brush siding.
- b. Apply one coat of primer.
- c. Caulk and fill all cracks and nail head holes, and spot prime.
- d. Apply two coats of latex paint.
- e. All paint application must be brushed on; spraying is allowed only if back brushed.

3. Soffits and Rakes

- a. Scrape/Wire Brush.
- b. Sand to a smooth finish.
- c. Apply one coat primer.
- d. Apply two coats of latex paint.

4. Clean Up

- a. Plantings and walkways must be protected at all times.
- b. Clean up will be done daily.
- c. Disposal of all materials e.g. paint chippings, wood, etc., is the responsibility of the contractor.

5. Options

- a. Replace rotted trim if discovered. Provide unit price (linear foot) for trim replacement. All trim replacement requires prior Town approval.
- b. Replace all rotted shingle siding. Provide unit price (linear foot) for shingle siding replacement. All shingle siding replacement requires prior Town approval.
- c. Replace all rotted cornices. Provide unit price (individual unit) for cornice replacement. All cornice replacement requires prior Town approval.