

**NEW CANAAN PUBLIC SCHOOLS
39 LOCUST AVENUE
NEW CANAAN, CT 06840
203-594-4000**

**SPECIFICATION COVER SHEET
REQUEST FOR PROPOSAL #2019-03
SAXE MIDDLE SCHOOL – SANITARY PROJECT
NEW CANAAN, CT**

VENDOR MUST ENCLOSE THREE COPIES OF THIS SPECIFICATION COVER SHEET and THREE COPIES OF THE SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS REQUEST FOR PROPOSAL (RFP)

The NEW CANAAN PUBLIC SCHOOLS reserves the right to reject any and all proposals, or separate parts thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a vendor fails to so identify a proposed substitution, it will be assumed that he is proposing the exact item requested. The NEW CANAAN PUBLIC SCHOOLS is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON RFP DEADLINES AND REQUIREMENTS:

NAME OF RFP: SAXE MIDDLE SCHOOL – SANITARY PROJECT, NEW CANAAN, CT

TYPE OF RFP: Sealed Proposal QUOTATION #: 2019-03

RFP CLOSURE DATE: Received Until: DATE: March 28, 2019 TIME: 1:00 PM, EST

| | |
|----------------------------------|---|
| LOCATION TO FORWARD RFPs: | Dr. Jo-Ann Keating, Director of Finance and Operations NEW CANAAN PUBLIC SCHOOLS 39 LOCUST AVENUE NEW CANAAN, CT 06840 |
|----------------------------------|---|

RFP SECURITY: RFP Security Required 5 % RFP Security *Not* Required _____

PREVAILING WAGE: Required _____ *Not* Required X

FORMS TO COMPLETE RFP: Submit three copies of all required documentation in a sealed envelope.

Identify Name of RFP on Envelope: SAXE MIDDLE SCHOOL – SANITARY PROJECT,
NEW CANAAN, CT RFP # 2019-03

Only fully completed RFP packages will be accepted. The following details describe fully completed RFP packages:

Base Proposal

- Proposal Sheet
- Schedule of Project: Schedule of installation, completion and inspection
- Appendix A – Insurance Procedure Form

NEW CANAAN PUBLIC SCHOOLS
INVITATION TO SUBMIT PROPOSAL

New Canaan Public Schools (NCPS) invites proposals from qualified companies for:
SAXE MIDDLE SCHOOL – SANITARY PROJECT, NEW CANAAN, CT

Sealed proposals will be received at the New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840 until March 28, 2019 at 1:00 pm, EST, at which time they will be opened publicly and read aloud.

The contractor selected for the above project(s) shall be required to enter into a contract with the NCPS. Such contract shall require the posting of performance and payment bonds, the submittal of insurance certificates and the compliance with Federal, State and Local Laws and ordinances. Proposal surety in the form of a bank check, bid bond or certified check in the amount of five percent (5%) of the total RFP price must be submitted with each proposal.

The Request for Proposal (RFP) is available online at www.ncps-k12.org or by contacting Daniel Clarke, Facilities Manager, at daniel.clarke@ncps-k12.org.

Three (3) copies of the submitted qualifications and proposals are to be placed in a sealed envelope and addressed to Dr. Jo-Ann Keating, Director of Finance & Operations, New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The New Canaan Public Schools reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of New Canaan Public Schools.

Dr. Jo-Ann Keating, Director of Finance and Operations
New Canaan Public Schools

PROJECT START DATE - To Be Determined - bid shall be good for 8 months.**

**TO: Dr. Jo-Ann Keating, Director of Finance and Operations
New Canaan Public Schools**

I have read and understand the RFP requirement of this RFP specification included for my review herein:

Signature of Company Representative

Date

TYPED NAME AND

TITLE: _____

COMPANY: _____

ADDRESS: _____

TOWN: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE NUMBER: _____ **FAX:** _____

CELL NUMBER: _____

EMAIL ADDRESS: (Please print clearly or attach business card):

**NEW CANAAN PUBLIC SCHOOLS
Dr. Joann Keating
Office of Director of Finance and Operations
39 LOCUST AVENUE
NEW CANAAN, CT 06840
203-594-4025**

**1. REQUEST FOR PROPOSAL
RFP #2019-03
SAXE MIDDLE SCHOOL – SANITARY PROJECT
NEW CANAAN, CT**

Notice is hereby given that sealed RFPs on the following will be received at the Office of the Director of Finance and Operations until:

March 28, 2019 at 1:00 pm, EST

at which time they will be publicly opened and read aloud:

**RFP #2019-03
SAXE MIDDLE SCHOOL – SANITARY PROJECT
NEW CANAAN, CT**

Specifications, if not attached, may be obtained at the office of:

**Dr. Jo-Ann Keating
Director of Finance and Operations
New Canaan Public Schools
39 Locust Avenue
New Canaan, CT 06840**

The Board of Education reserves the right to reject any and all proposals, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of New Canaan.

Questions regarding the Town part of the bid should be directed to:

Daniel Clarke, Facilities Manager, at 203-594-4510.

Questions regarding the technical parts of the bid should be directed to:

CES, 811 Middle Street, Middletown CT. att: Brian Hamel

bhamel@cesct.com

860-632-1682.

NEW CANAAN PUBLIC SCHOOLS

REQUEST FOR PROPOSALS

Contractor Services Associated with:

SAXE MIDDLE SCHOOL – SANITARY PROJECT NEW CANAAN, CT

GENERAL

New Canaan Public Schools (NCPS) solicits proposals from LICENSED CONTRACTORS to perform work for: SAXE MIDDLE SCHOOL – SANITARY PROJECT, NEW CANAAN, CT

Furnish all materials, equipment, and labor related to project specifications. Work is to be scheduled as soon as possible and completed before school starts in the fall.

Project Drawings and Specifications are available online at www.ncps-k12.org

SCOPE OF WORK

The scope of work, without limiting the generality thereof, consists of furnishing all labor, material, equipment necessary to complete the project as indicated and as specified. The selected CONTRACTOR(S) will provide shop drawings, catalog cuts and all submissions for approval to CES, 811 Middle Street, Middletown CT. att: Brian Hamel bhamel@cesct.com 860-632-1682.

PROPOSAL AND SUBMITTAL PROVISIONS

Proposal price is to be a complete turnkey price.

THE PROPOSALS SHALL INCLUDE:

1. Vendors will submit three (3) sets of their sealed proposal on enclosed PROPOSAL SHEET.
2. Vendors will submit three (3) sets of their qualifications to include:
 - a. A firm background or profile
 - b. A statement of experience
 - c. A statement of staff availability with their experiences and backgrounds. (Ensure that the Project Manager assigned to the job has knowledge of this proposal and is qualified by the membrane manufacturers to direct the effort.)
 - d. A list of any and all proposed subcontractors to be utilized on the project.
 - e. A projected time schedule of the work. It is expected that the work will be substantially completed by- **TBD - bid to be good for 8 months.**
3. Project security payable to the New Canaan Public Schools in the form of a certified check or payment bond is required for five percent (5%) of the amount bid, issued by an acceptable surety on AIA document A311 or comparable legal bond form, and must accompany each proposal.
4. The successful vendor shall provide using AIA documentation forms for the following; Contract, Performance, and Payment bond within ten days of notification of project award.

5. The successful Contractor shall be required to provide a one (1) year contractor's labor and materials warranty.

SUBMISSION REQUIREMENTS

Respondents shall submit three (3) sets of their proposal. Proposals will be received at New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840, ATTN: Dr. Jo-Ann Keating, Director of Finance & Operations, until March 28, 2019 at 1:00 pm, EST, at which time they will be opened and publicly read aloud. No fax or email submissions will be accepted.

Dr. Jo-Ann Keating
Director of Finance & Operations
New Canaan Public Schools
39 Locust Avenue, 3rd Floor
New Canaan, CT 06840

Questions regarding this RFP may be directed to Daniel Clarke, Facilities Manager at 203-822-3162 or Daniel.clarke@ncps-k12.org.

A mandatory walk through is scheduled for February 21, 2019 at 10:30 am. Walk through to be held at Saxe Middle School, 468 South Avenue, New Canaan, CT 06840.

If inclement weather is forecasted for February 21, the walk through will take place on February 22, 2019 at 10:30 am. Contact Brian Hamel (bhamel@cesct.com) with any questions regarding the alternate walk through date.

All proposals must be signed by an Officer of the Company.

The following items are attached:

Terms and Conditions
Proposal Sheet

SPECIFICATIONS

RFP # 2019-03

**SAXE MIDDLE SCHOOL – SANITARY PROJECT
NEW CANAAN, CT**

Due on or before **March 28, 2019 1:00 pm** at the office of:

**Dr. Jo-Ann Keating
Director of Finance and Operations
NEW CANAAN PUBLIC SCHOOLS
39 LOCUST AVENUE
NEW CANAAN, CT 06840**

Sealed proposals will be received by the Business Department of the New Canaan PUBLIC SCHOOLS of the Town of New Canaan, Connecticut until 1:00 pm on March 28, 2019. Each proposal should be clearly marked (example) "RFP #2019-03 – SAXE MIDDLE SCHOOL – SANITARY PROJECT NEW CANAAN, CT". Specifications, instructions and proposal forms may be obtained at the above address. Faxed copies of the proposal will not be accepted.

CONDITIONS FOR SUBMITTING PROPOSALS

1. The Board of Education reserves the right to reject any proposal if it is deemed to be in the best interests of the Town of New Canaan, Connecticut, New Canaan Public Schools and its students.
2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being proposed. In addition, the Board of Education reserves the right to award this project as a package in conjunction with other proposals for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a proposal shall be conclusive evidence that the vendor has satisfied himself as to the requirements of the RFP specifications and any controlling conditions which may exist.
4. Vendors may not withdraw their proposal for a period of 240 days from the date of RFP opening. The Board of Education and the vendor may mutually agree to extend the time limit.
5. In determining the ranking of responsible vendors, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the vendor, the sufficiency of the financial resources of the vendor and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future service/supplies/equipment.
6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.
7. All proposal prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if

applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your proposal. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of New Canaan supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a proposal received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the proposal package by the vendor along with other proposal documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of New Canaan regarding proposal procedures.
9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the specification sheets. To have alternates considered, complete specifications must be provided and catalogues describing the product must accompany the bid. The New Canaan Public Schools reserves the right to request equipment samples on specific items.
10. **SUBSTITUTIONS: No substitutions**

The New Canaan Public Schools reserves the right to request equipment samples on specific items.
11. **FORM AND STYLE OF PROPOSAL:** All blanks on the Proposal Sheet, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.
12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official proposal or quotation specification sheets. All such warranties shall inure to the benefit of the Board.
13. **INSURANCE REQUIREMENTS:** The successful vendor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the vendor's obligation under the Contract, whether such obligation is the vendor's or a subcontractor or any person or entity directly or indirectly employed by the successful vendor or anyone for whose acts said vendor may be liable.

14. **Workers Compensation:**

Vendor shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000.

15. **Commercial General Liability Insurance:**

Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Coverage will continue three years after the completion of the work.

- The policy shall name the New Canaan Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).
- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

16. **Commercial Automobile Insurance:**

Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

17. **Umbrella Liability Insurance:**

Vendor shall provide an umbrella or excess liability policy (without restriction or limitation). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

18. **QUESTIONS:** For questions regarding the proposal process, contact Dr. Jo-Ann Keating, Director of Finance and Operations, at (203) 594-4015.

For questions regarding the project, contact:

Daniel Clarke, Facilities Manager at 203-822-3162.

Questions regarding the technical parts of the bid should be directed to:

CES, 811 Middle Street, Middletown CT.

att: Brian Hamel

bhamel@cesct.com

860-632-1682.

NOTE: By submitting a proposal for this contract the vendor agrees that any or all past clients may be contacted by the New Canaan School District. The vendors quoting on this contract also agree to release and discharge by quoting on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the New Canaan School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the New Canaan School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

2. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
3. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
4. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.
5. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
6. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
7. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: _____ **Date:** _____

Print Name: _____

Company: _____

DrugFreeWkplaceCert (forms)

**Appendix A
INSURANCE PROCEDURE
NEW CANAAN PUBLIC SCHOOLS
NEW CANAAN, CT**

PLEASE NOTE:

RETURN THIS COMPLETED FORM WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING REJECTED.

Please take the insurance requirements of the PROPOSAL to your agent/broker immediately upon receipt of the RFP documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in RFP. Any PROPOSALS's that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this CONTRACT, I or my insurance agent shall submit all of the required insurance documentation to NEW CANAAN PUBLIC SCHOOLS Business Office within ten (10) days after the date of the award.

Signature

Date

Print Vendor Name

TERMS AND CONDITIONS

THIS IS A REQUEST FOR PROPOSALS AND THE NEW CANAAN PUBLIC SCHOOLS RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN.

NCPS RESERVES THE RIGHT TO AWARD ONE, TWO, OR ALL OF THE PROJECTS TO THE SAME CONTRACTOR.

Unless otherwise modified, the following terms and conditions will apply to services rendered. The respondent may use a standard form of agreement incorporating the following provisions.

Services to be Provided

The winning vendor shall provide services as set forth in the RFP and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the New Canaan Public Schools and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by NCPS or in accordance with any applicable state or federal law.

Billing and Payment

New Canaan Public Schools will pay the winning vendor for services performed in accordance with the signed Agreement. Invoices will be submitted periodically or upon completion of services rendered. The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 30 days after receipt of an invoice requesting payment, and with the approval of the Town, indicate the approval of payment and process the invoice or indicate to the winning vendor in writing, the reason for refusing to approve said invoice. In the latter case, the winning vendor will make the necessary corrections and resubmit the invoice.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation

All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the New Canaan Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such

costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties.

This process shall be considered as a condition precedent to moving to court.

Equitable Relief

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

PROPOSAL SHEET
NEW CANAAN PUBLIC SCHOOLS
March 28, 2019 at 1:00 pm
RFP # 2019-03
SAXE MIDDLE SCHOOL – SANITARY PROJECT
NEW CANAAN, CT

Having carefully examined the Instructions to Vendors, Equipment / Material Specifications, Scope of Work, Standard Bid/RFP and Contract Terms and Conditions, the site(s) where the work is to be performed, Technical Performance Specification provided by CES, all applicable legal requirements and having made such independent investigations as the respondent deemed necessary, the undersigned hereby submits a proposal to perform the WASTE LINE REROUTING AT SAXE MIDDLE SCHOOL in New Canaan CT.

In submitting this proposal, the vendor represents that this proposal will remain effective for two hundred forty (240) days following the proposal due date.

A. Project Cost and Construction Administration:

For providing all work, labor, materials, equipment, and transportation:

SAXE WASTE - Installation – BASE Written Amount \$ _____

TOTAL Written Amount \$ _____

If awarded this contract, we will execute an AIA contract with New Canaan Public Schools, Owner of the properties.

*Prices given are the final price to the Owner and include all permits, fees, overhead and profit of the Vendor.

Company Name: _____

Address: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Signature: _____

SECTION 01000 – CONTRACT ADMINISTRATION

GENERAL

1.1 GENERAL REQUIREMENTS

- A. The General Conditions and Supplementary Conditions are hereby made a Part of this Division. See page 17 for the start of the technical specifications.
- B. All work and operations under this contract shall be in conformance with all applicable Federal, State and Local Codes and the regulations of all governing bodies with jurisdiction. Particular attention is directed towards OSHA Chapter XVII Part 1926 and all related amendments.
- C. Immediately on execution of the Contract the Contractor shall carefully study and compare the Contract Documents and shall report to the Engineer in writing any error, in consistency or omission he may discover well in advance of the pre-construction conference. The Contractor shall not proceed on any affected work without instruction from the Engineer. ALL ROOMS SHALL BE KEPT CLEAN AT END OF WORK DAY.

1.2 SUPERINTENDENT AND WORKMEN

- A. The Contractor must have a responsible superintendent at the building from the start to the finish of the job and during all working hours. It is expected that the same superintendent will be retained for the entire project. However, if the Contractor deems this not possible, a 1 week notice shall be given the Engineer prior to changes.
- B. Any individual judged unacceptable by the Engineer shall not be permitted as superintendent. In addition, the Contractor must give the work his personal supervision.
- C. Any instructions or notices given to the superintendent shall have the same force as if given to the Contractor in person. Any workman, including the superintendent, who in the opinion of the Engineer or the Owner is not capable or who is careless in the execution of the work, must be removed without question upon request of the Engineer.

1.3 TIME LINE

- A. All work for the school is intended to be completed by summer 2019. OWNER WILL OPEN SCHOOLS, AS NEEDED, FOR SECOND SHIFT OR WEEKEND WORK, AT NO COST TO THE CONTRACTOR.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

END OF SECTION

WASTE PIPING INSTALLATION - PERFORMANCE SPECIFICATIONS

PART 1 - SCOPE OF WORK AND SPECIFICATIONS

1.1 GENERAL SCOPE OF WORK

- A. The following Scope of Work shall be completed by the contractor, in its entirety. This scope of work will only describe the desired systems, some system sizes, and the final outcome for the owner. Basic equipment configuration is diagrammed. See drawings floor plan and piping on drawing noted specifically for the project at hand. Coordinate all work with lighting rebate structure supplied by the utility; the major items are detailed in this specification.
- B. This document is to act as a guideline for the contractor; the final completed operational system installation is the sole responsibility of the contractor.
- C. It is the intent of this contract to have the Mechanical Contractor serve as the Prime Contractor and the Electrical Contractor, are hired as a subcontractor under the Mechanical Prime Contractor.
- D. The contractor is to visit the site, take all required notes and provide a complete bid. The contractor will be required to work with the owner and engineer to detail all of the specific requirements, once the contract is awarded. The system is described within the scope of work and the performance of the system is described within the specifications, schedules and details, no change orders will be allowed. The contractor will be required to provide, a full submission of shop drawings, and coordination services in the field.

1.2 WASTE PIPING SCOPE OF WORK

- A. Provide labor, material and all required excavation, slab cutting, core drilling, demolition, coordination at Saxe Middle school, to install a waste line in the existing lower level/guidance rooms as indicated in specifications and attached plans. Also include:
 - 1. Vendor may perform all work during normal business hours: Monday through Friday. NCBE will cover expense to have custodians open and close building during this time period and during second shift/ weekends if deemed necessary to complete project on schedule.
 - 2. Vendor will cover all necessary CT Prevailing Wage where needed.
 - 3. Owner will pick area outside building for vendor for storage trailer for tools, ladders, material. There will be no storage space available in the school.
 - 4. Vendor will supply list of any system deficiencies found during installation of project. These deficiencies will be handled by the school or an add service contract will be made to the contractor.
 - 5. Vendor is responsible for marking and identifying any type of utilities in slab that need to be cut/ opened. Vendor is responsible for repairs caused by opening slab. Vendor shall repair floor/ walls to accept new flooring and cover base provided by owner. The vendor will be responsible for dust control during demo and final cleaning after floors and walls have been restored.

6. Bidders shall supply Town with schedule of completion from the time the Town issues the purchase order for the project. Project projected start date: June 24, 2019
7. Owner will be responsible for moving all furniture and supplies in entire space needing access.
8. Owner will be responsible for installing all new flooring and cover base.
9. Owner will be responsible for all painting required to restore space to original condition.
10. Vendor will have to pull town permit for project. There will be no charge for school permits. This is new policy that town requires on all projects at schools.

1.3 GENERAL SPECIFICATION REQUIREMENTS

- A. It is the intent of the Specifications to call for finished work, tested and ready for operation. Provide all materials, equipment and labor necessary to complete the work outline within this document. The contractor is to note that this document is schematic and not detailed and that final placement of all equipment, piping, etc. will need to be reviewed in the field with the owner or engineer. If a conflict in positioning systems or placement of piping occurs, the contractor is to notify the engineer immediately to ascertain what the intent was by the design professional. Any apparatus, appliance, material or work, or any incidental accessories necessary to make the work complete and perfect in all respects and ready for operation as determined by good trade practice even if not particularly specified, shall be furnished, delivered and installed without any additional expense to the Owner.
- B. Provide all necessary labor, materials and other miscellaneous equipment necessary to complete the work.
- C. The contractor shall be responsible for arranging for inspections by the authority having jurisdiction. The contractor shall be responsible for being available for inspections by the authority having jurisdiction.
- D. All work shall be completed in accordance with the latest edition of all applicable state and local building codes.
- E. The following definitions apply to this contract:
 1. Furnish: the term "furnish" is used to mean "supply and deliver to the project site, ready for unloading, unpacking, assembly, installation, and similar operations."
 2. Install: the term "install" is used to describe operations at project site including the actual "unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations."

3. Provide: the term "provide" means "to furnish and install, complete and ready for the intended use."
 4. Remove: the term "remove" means "to disconnect from its present position, remove from the premises and to dispose of in a legal manner."
 5. Substitutions: requests for changes in products, materials, equipment, and methods of construction required by contract documents proposed by the contractor after award of the contract are considered requests for "substitutions."
- F. The Contractor shall give all necessary notices, obtain all permits; and pay all Government and State sales taxes and fees where applicable, and other costs, including utility connections or extensions in connection with the work, file all necessary drawings, prepare all documents and obtain all necessary approvals of all Governmental and State departments having jurisdiction, obtain all required certificates of inspection for his work, and deliver a copy to the Owner and Engineer before request for acceptance and final payment for the work. The contractor shall be responsible for arranging for inspections by the authority having jurisdiction. The contractor shall be responsible for being available for inspections by the authority having jurisdiction.
- G. Do not burn waste materials. Do not bury debris or excess materials on the owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove and dispose of all waste materials, packaging material, skids etc. from the site and dispose of in a lawful manner in accordance with municipal, state and federal regulations. Clean rooms at end of each day of work.
- H. Prior to ordering any materials / equipment, thoroughly review the site conditions to determine if adequate clearances and access is allowed to install the components. Order materials broken down as necessary to allow for proper handling through the project area. Provide all necessary alterations to the structure of the building as necessary to rig the material and place piping in trenches or tunnels. Carefully inspect all building elements prior to cutting or drilling into wall, floors or ceilings. Patch and paint surfaces disturbed by work under this contract as required to restore them to their original condition.
- I. The contractor shall be required to properly store materials and equipment so as to avoid theft or vandalism. If theft or vandalism occurs, the contractor shall repair or replace such items at the direction of the engineer. Contractor must use portable storage and holds the Town harmless of liability if equipment or materials are stolen. Coordinate placement of storage with the Town.
- J. The contractor must coordinate all interruptions of services and limitations of access with the Town no less than 3 days prior to the interruption.
- K. Provide seismic restraints for all fixtures specified herein in accordance with the International Building Code (IBC), IMC, IPC, including all local codes.
- L. Clean, prime and paint newly installed equipment installed under this contract and the exposed portion of the piping systems to match the finish of the adjacent surfaces or to meet the indicated or specified safety criteria or to meet the color scheme set by the owner.

1.4 SCHEDULING/TESTING

- A. This Contractor shall include in their construction schedule milestone tasks for the following.
 - 1. All testing in accord with codes and AHJ.
 - 2. As-Built Drawings/Documentation completed by Contractor and reviewed by Engineer.

1.5 SHOP DRAWINGS

- A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the contract documents. Do not reproduce contract documents or copy standard information as the basis of shop drawings. Standard information prepared without specific reference to the project is not considered shop drawings.
- B. Shop drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:
 - 1. Dimensions.
 - 2. Identification of products and materials included.
 - 3. Compliance with specified standards.
 - 4. Notation of coordination requirements.
 - 5. Notation of dimensions established by field measurement.
- C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination. The Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- D. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals.
 - 1. Allow two weeks for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Engineer will promptly advise the Contractor when a submittal being processed must be delayed for coordination.

2. If an intermediate submittal is necessary, process the same as the initial submittal.
 3. Allow two weeks for reprocessing each submittal.
 4. No extension of Contract Time will be authorized because of failure to transmit submittals to the Engineer sufficiently in advance of the Work to permit processing.
- E. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Include the following information on the label for processing and recording action taken.
 - a. Project name.
 - b. Date.
 - c. Name and address of Engineer.
 - d. Name and address of Contractor.
 - e. Name and address of supplier and/or manufacturer.
- F. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Engineer using a transmittal form supplied by Town or submitted to Engineer by the contractor for approval of the form's content. Submittals received from sources other than the Contractor will be returned without action. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.
- G. Except for submittals for record, information or similar purposes, where action and return is required or requested, the Engineer will review each submittal, mark to indicate action taken, and return promptly. Compliance with specified characteristics is the Contractor's responsibility.
- H. Action Stamp: The Engineer will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, to indicate the action taken.
- I. Do not use shop drawings without an appropriate final stamp indicating action taken in connection with construction.
- J. Do not order any materials or equipment prior to receiving final approved shop drawings.
- K. Upon completion of project, provide owner with bound notebook for "As Built" drawings
- L. Catastrophic protection storage media:
1. All as built plans will be stored/backed up on a media (USB thumb drive) and given to the owner for proper protection and storage.

1.6 AS-BUILT DRAWINGS

- A. Submit As-Built drawings to Engineer 30 days after completing work.
- B. Prepare CAD files, (hand drawn as approved by engineer) annotated As-Built drawings; detailing the actual installation of major elements, components, and systems of equipment and materials. Where shop drawings are used, record a cross-reference at the corresponding location on the as-built drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
- C. Provide cut sheets or approved shop drawings indicating make/model/option for major equipment and equipment ID tag which corresponds to As-Built drawings.
- D. Mark new information that is important to the owner, but was not shown on contract drawings or shop drawings.

1.7 GUARANTEES

- A. The Contractor shall guarantee all material and workmanship under these Specifications and the Contract for a period of two (2) year from the date of final acceptance by Owner. During this guarantee period, all defects developing through faulty materials or workmanship shall be corrected or replaced immediately by this Contractor without expense to the Owner. Such repairs or replacements shall be made to the Engineers satisfaction.
- B. Contractor shall provide name, address, and phone number of all contractors and subcontractors and associated equipment they provided.

1.8 PROJECT CLOSE-OUT

- A. Submit specific warranties, workmanship bonds, final certifications and similar documents.
- B. Complete final clean up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.
- C. Field Observation Procedures: On receipt of a request for a field observation, the Engineer will either proceed with field observation or advise the Contractor of unfulfilled requirements. The Engineer will advise the Contractor of construction that must be completed or corrected before the certificate will be issued.
 - 1. The Engineer will repeat the field observation when requested and assured that the Work has been substantially completed.
 - 2. Results of the completed field observation will form the basis of requirements for final acceptance and payment.

PART 2 - SYSTEMS - SCOPE OF WORK

2.1 SYSTEM – GENERAL REQUIREMENTS

- A. SEE PARAGRAPH 1.2 - Systems shall include all required work for a completed rerouting of the waste lines at the school noted in the attached 11x17 drawings as well as described in these specifications.
- B. Contractor is to complete the commissioning and testing of new and existing systems during the installation of the waste lines.
 - 1. The contractor will supply a list with locations of any deficiencies in the work area that require repair which are not included in this RFP scope.
 - 2. The contractor will supply New Canaan Board of Ed pricing for repairs, good for 1 year from completion of installation of this project.
 - 3. The intent is to allow the Town the ability to repair items during school breaks in areas as project repair funding becomes available.

2.2 GENERAL SPECIFICATION REQUIREMENTS

A. MATERIALS

- A. PVC Pipe: ASTM D1785, Schedule 40, polyvinyl chloride (PVC) material, solvent sealed joint ends.
 - 1. Fittings: ASTM D2466, Schedule 40, PVC.
 - 2. Joints: ASTM D2855, solvent weld with ASTM D2564 Solvent cement.
- K. PVC Pipe: ASTM D2665, polyvinyl chloride (PVC) material.
 - 1. Fittings: PVC, ASTM D2665.
 - 2. Joints: ASTM D2855, solvent weld with ASTM D2564 solvent cement.

PART 3 - EXECUTION - SCOPE OF WORK

3.1 INSTALLATION - ABOVE GROUND PIPING

- A. Route piping in orderly manner and maintain gradient. Route parallel and perpendicular to walls.
- B. Install piping to maintain headroom without interfering with use of space or taking more space than necessary.

- C. Group piping whenever practical at common elevations.
- D. Sleeve pipe passing through partitions, walls and floors.
- E. Install piping to allow for expansion and contraction without stressing pipe, joints, or connected equipment.
- F. Extend cleanouts to finished floor or wall surface. Lubricate threaded cleanout plugs with mixture of graphite and linseed oil. Install with clearance at cleanout for rodding of drainage system.
- G. Provide clearance in hangers and from structure and other equipment for installation of insulation and access to valves and fittings.
- H. Provide access where valves and fittings are not accessible.
- I. Establish invert elevations, slopes for drainage to ¼ inch per foot minimum. Maintain gradients.
- J. Slope piping and arrange systems to drain at low points.
- K. Protect piping systems from entry of foreign materials by temporary covers, completing sections of the Work, and isolating parts of completed system.
- L. Install sanitary waste and vent piping systems in accordance with ASME B31.9.

3.2 INSTALLATION - PIPE HANGERS AND SUPPORTS

- A. Support horizontal piping as scheduled.
- B. Install hangers with minimum 1/2 inch space between finished covering and adjacent work.
- C. Place hangers within 12 inches of each horizontal elbow.
- D. Use hangers with 1-1/2 inch minimum vertical adjustment.
- E. Support horizontal pipe adjacent to each joint, with 5 feet maximum spacing between hangers.
- F. Prime coat exposed steel hangers and supports.
- G. Hanger spacing - PVC (All Sizes)

| MAXIMUM HANGER SPACING | HANGER ROD DIAMETER |
|------------------------|---------------------|
| 4 Feet | 3/8 Inches |

3.3 TRENCHING

A. The following procedures shall be followed by CONTRACTOR in sequencing the WORK:

1. No more than fifty (50) feet of trench shall be left open at any time, during the work day.
2. The entire trench shall be backfilled to within five (5) feet of the open trench upon conclusion of each day's WORK.
3. The trench shall not be backfilled until the pipe installation is found acceptable by OWNER/ENGINEER.
4. Trench shall be backfilled within twenty (20) feet of the pipe installation at all times.
5. Clean-up shall be maintained within all areas of the trench excavation.

B. Prior to placement in the trench, all pipes, fittings, and appurtenances shall be cleaned and examined for defects by CONTRACTOR.

1. If found defective, CONTRACTOR shall reject the defective pipe, fitting, or appurtenance.
2. CONTRACTOR shall advise OWNER/ENGINEER of all defective materials.

C. Surplus Excavation:

1. All surplus excavation shall be placed, in an orderly manner.
2. If material is stockpiled in an unauthorized area, written permission shall be obtained from the owner.

3.4 OBSTRUCTIONS AND DISPOSAL OF WASTE MATERIAL

A. CONTRACTOR shall remove obstructions that do not require replacement from within the trench or adjacent areas such as abandoned piling, buildings and concrete structures, and debris of all types without additional compensation.

B. OWNER/ENGINEER may, if requested, make changes in the trench alignment to avoid major obstructions, if such alignment changes can be made within the WORK limits without adversely affecting the intended function of the facility.

C. Excavated materials unsuitable for backfill or not required for backfill shall be disposed of in accordance with local regulations.

3.5 TRENCH EXCAVATION

A. All existing concrete surfacing or walls shall be saw cut vertically in a straight line, and removed from the job site prior to starting the trench excavation. This material shall not be used in any fill or backfill.

B. Clearance:

1. The trench shall be excavated so that a minimum clearance of six (6) inches is maintained on each side of the pipe for proper placement and densification of the bedding or backfill material.

2. The maximum clearance measured at the spring line of the pipe shall be eighteen (18) inches regardless of the type of pipe, type of soil, depth of excavation, or the method of densifying the bedding and backfill.

C. Except as otherwise dictated by construction conditions, the excavation shall be of such dimensions as to allow for the proper pipe installation and to permit the construction of the necessary pipe connections.

D. Care shall be taken to ensure that the excavation does not extend below established grades.

1. If the excavation is made below such grades, the excess excavation shall be filled in with sand or graded gravel deposited in horizontal layers not more than six (6) inches in thickness after being Compacted and shall be moistened as required to within two percent (2%) of the optimum moisture content required for proper compaction of that soil.

2. After being conditioned to have the required moisture content, the layers shall be compacted to the required density, in accord with accepted trade practice.

E. CONTRACTOR shall stockpile excavated materials in a safe manner.

F. CONTRACTOR shall place and grade the trench base to the proper grade ahead of pipe laying. The invert of the trench shall be compacted to provide a firm unyielding support along entire pipe length.

G. Surplus excavation shall be disposed of by CONTRACTOR at CONTRACTOR's expense.

H. Drainage and Groundwater:

1. Maintain excavations and trenches free from water during construction.

2. Remove water encountered in trenches to the extent necessary to provide a firm subgrade, to permit joints to be made in the dry, and to prevent the entrance of water into the pipeline.

3. Maintain the excavation or trench free from water until the structure, or pipe to be installed therein, is completed to the extent that no damage from hydrostatic pressure, flotation, or other cause will result.

3.6 FOUNDATIONS ON UNSTABLE SOILS

A. If the bottom of the excavation is soft or unstable, and in the opinion of OWNER/ENGINEER, cannot Satisfactorily support the pipe or structure, a further depth and width shall be excavated

and refilled to six (6) inches below grade with rock or other approved material, uniformly graded between three-quarter (3/4) inch and one and one-half (1-1/2) inches to provide a firm foundation for the pipe or structure. From six (6) inches below grade to grade, the appropriate bedding material shall be placed to provide support for the pipe or structure.

3.7 PIPE BEDDING

- A. After completion of the trench excavation and proper preparation of the foundation, six (6) inches of bedding material shall be placed on the trench bottom for support under the pipe.
- B. Bell holes shall be dug deep enough to provide a minimum of two (2) inches of clearance between the bell and the bedding material.
- C. All pipes shall be installed in such a manner as to ensure full support of the pipe barrel over its entire length.
- D. After the pipe is adjusted for line and grade and the joint is made, the bedding material shall be carefully placed and tamped under the haunches of the pipe.
- F. Bedding shall be compacted to **seventy percent (70%)** relative density in accordance with ASTM D4253. Care shall be exercised to ensure sufficient tamping under the pipe to achieve uniform support.

3.8 BACKFILL AND COMPACTION

A. Pipe:

1. The pipe trench shall be backfilled to the limits as required to achieve proper tamping and new flooring and concrete elevations.
2. The backfill in all areas shall be compacted by vibrating, tamping, or a combination thereof to **seventy percent (70%)** relative density for sand material as determined by the relative density of cohesion less soils test, ASTM D4253, or to **ninety percent (90%)** of the Maximum Standard Proctor Density for cohesive soils as determined by ASTM D698.
3. All backfill shall be brought up to equal height along each side of the pipe in such a manner as to avoid displacement.
4. Bedding shall be distributed in 6-inch (6") maximum lifts over the full width of the trench.
5. Wet or soft material, concrete chunks, or other deleterious substances shall not be used for backfill.
6. If the excavated material is not suitable for backfill, as determined by ENGINEER, suitable material shall be hauled in and utilized and the rejected material hauled away and disposed of.

7. Backfilling shall be conducted at all times in a manner to prevent damage to the pipe and shall be kept as close to the pipe laying operation as practical.

8. Backfilling procedures shall conform to the additional requirements, if any, of appropriate agencies or private right-of-way agreements.

B. Unsurfaced Areas: All surface cuts shall be, as a minimum, restored to a condition equal to that prior to construction.

C. Surfaced Areas:

1. All surface cuts shall be, as a minimum, restored to a condition equal to that prior to construction.

2. After installation of all pipelines, appurtenances and structures and completion of all backfill and compaction, any stockpiled topsoil shall be removed from the site.

3.9 FIELD QUALITY CONTROL

A. In-place moisture density tests will be performed to ensure trench backfill complies with specified requirements. The following minimum tests will be performed.

1. Trench Bedding: One per one hundred (1 per 100) feet.

2. Backfill: One per one hundred (1 per 100) feet.

B. Backfill Compaction Tests:

1. Backfill compaction tests will be performed until compaction meets or exceeds requirements.

2. The cost of all tests will be paid by CONTRACTOR.

C. Pipe bedding will be tested prior to placement of backfill.

D. Testing of all bedding and backfill material will be done in compliance with Occupational Safety & Health Administration (OSHA) - Excavations.

3.10 RESTORATION

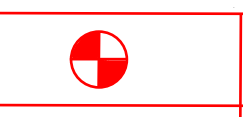

A. For all trenches, compact to required density at completed WORK and repair floor to original level and finishes.

END OF WRITTEN SPECIFICATION

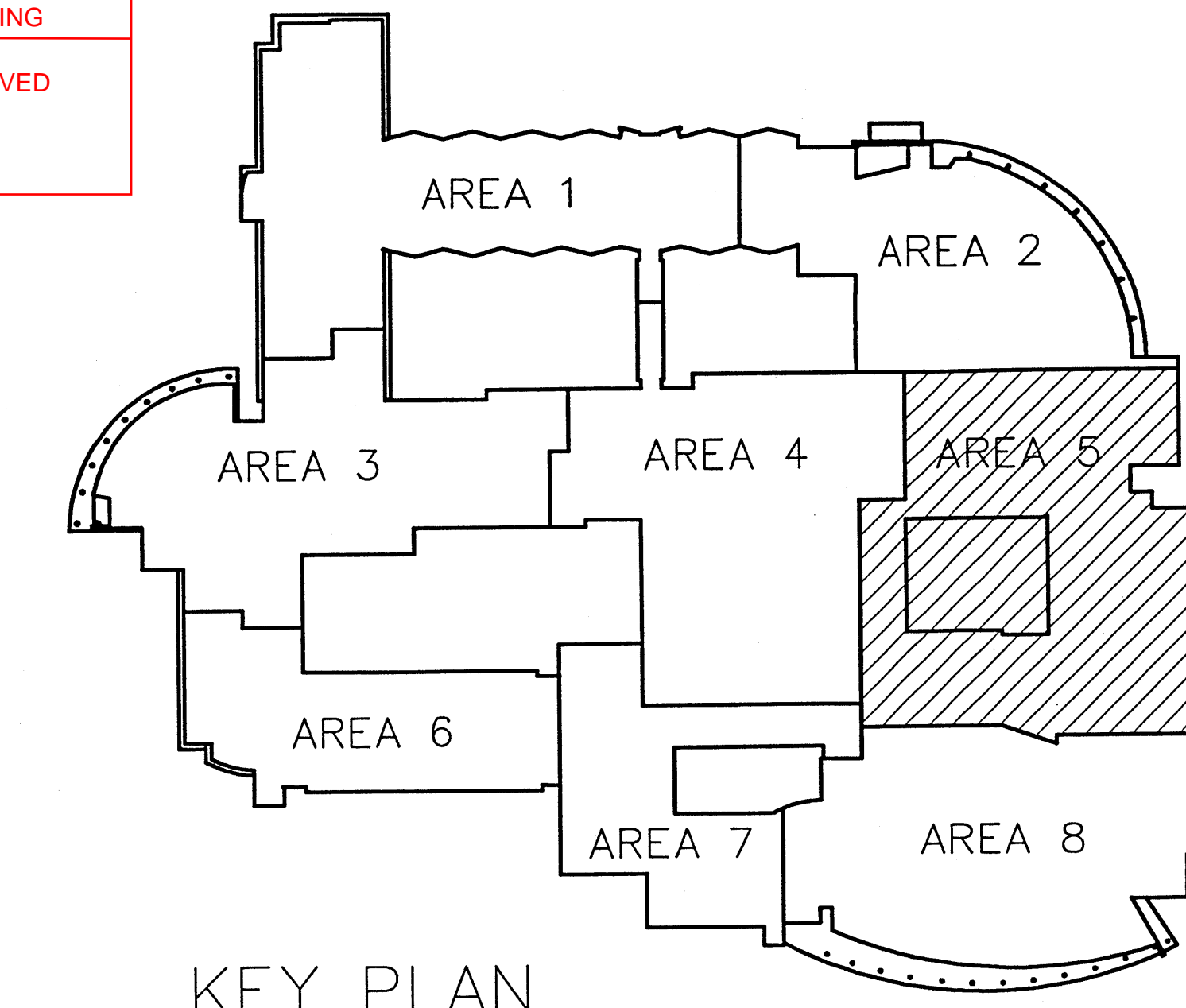
SEE ATTACHED 4 PAGES FOR PLANS AND DETAILS

END OF SPECIFICATION

REVISIONS:

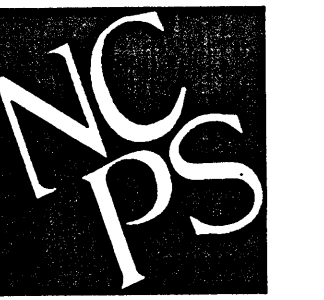
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|  | CONNECT TO EXISTING |
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SAXE - SANITARY PROJECT

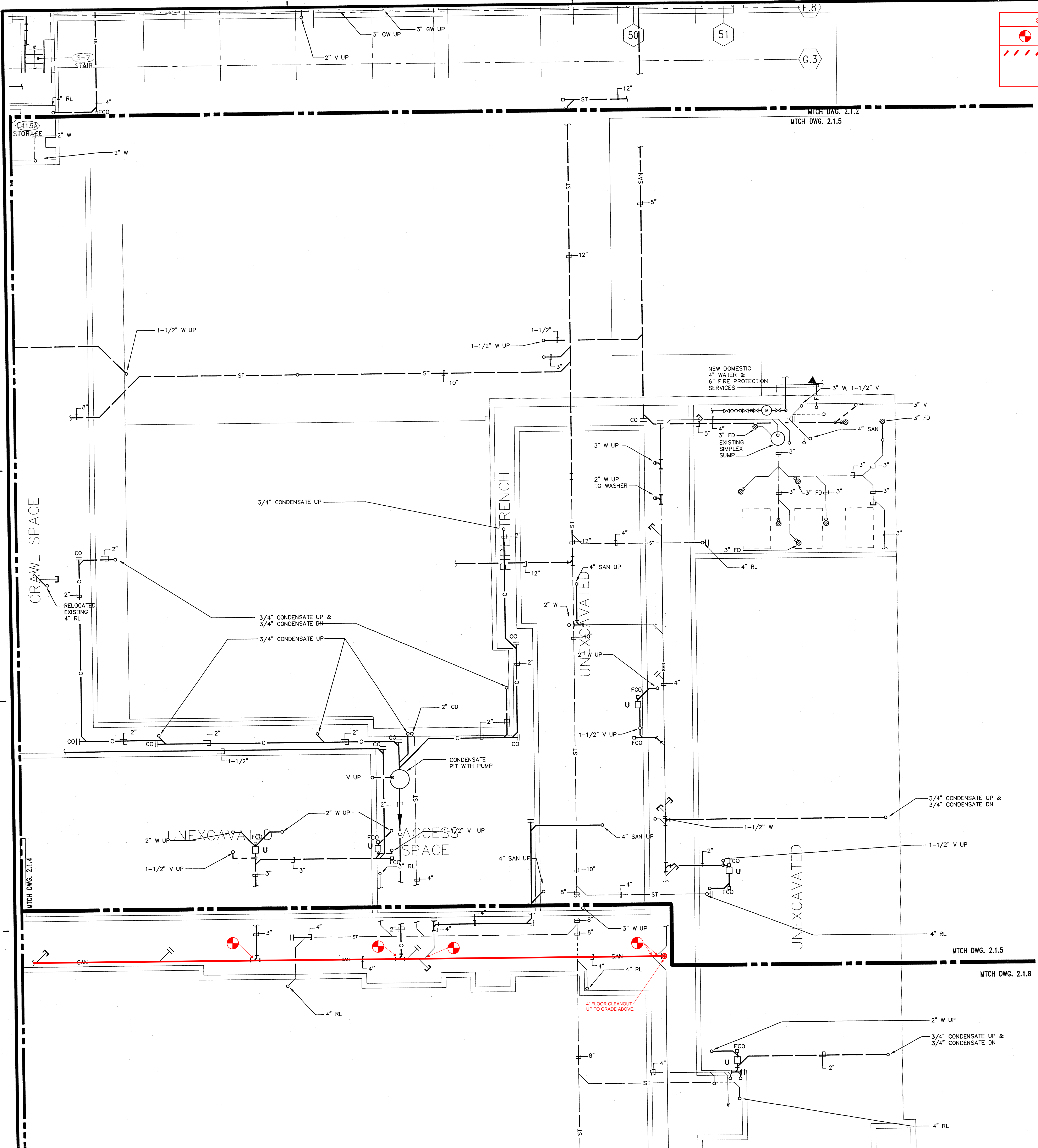


KEY PLAN

NEW CANAAN PUBLIC SCHOOLS



ADDITIONS & ALTERATIONS
SAXE
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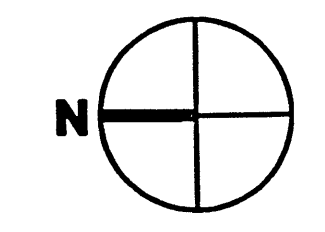


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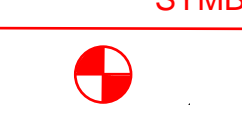

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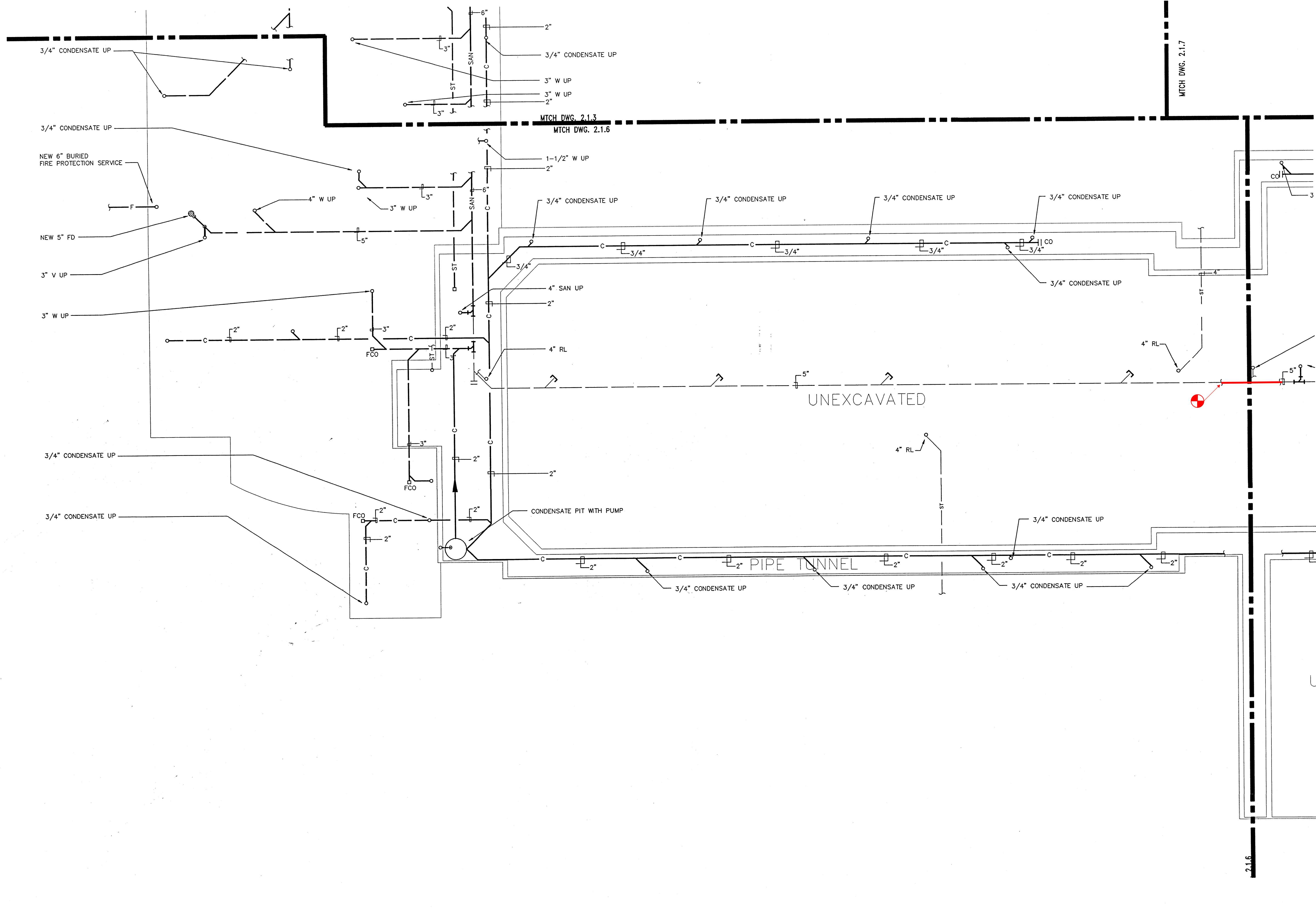
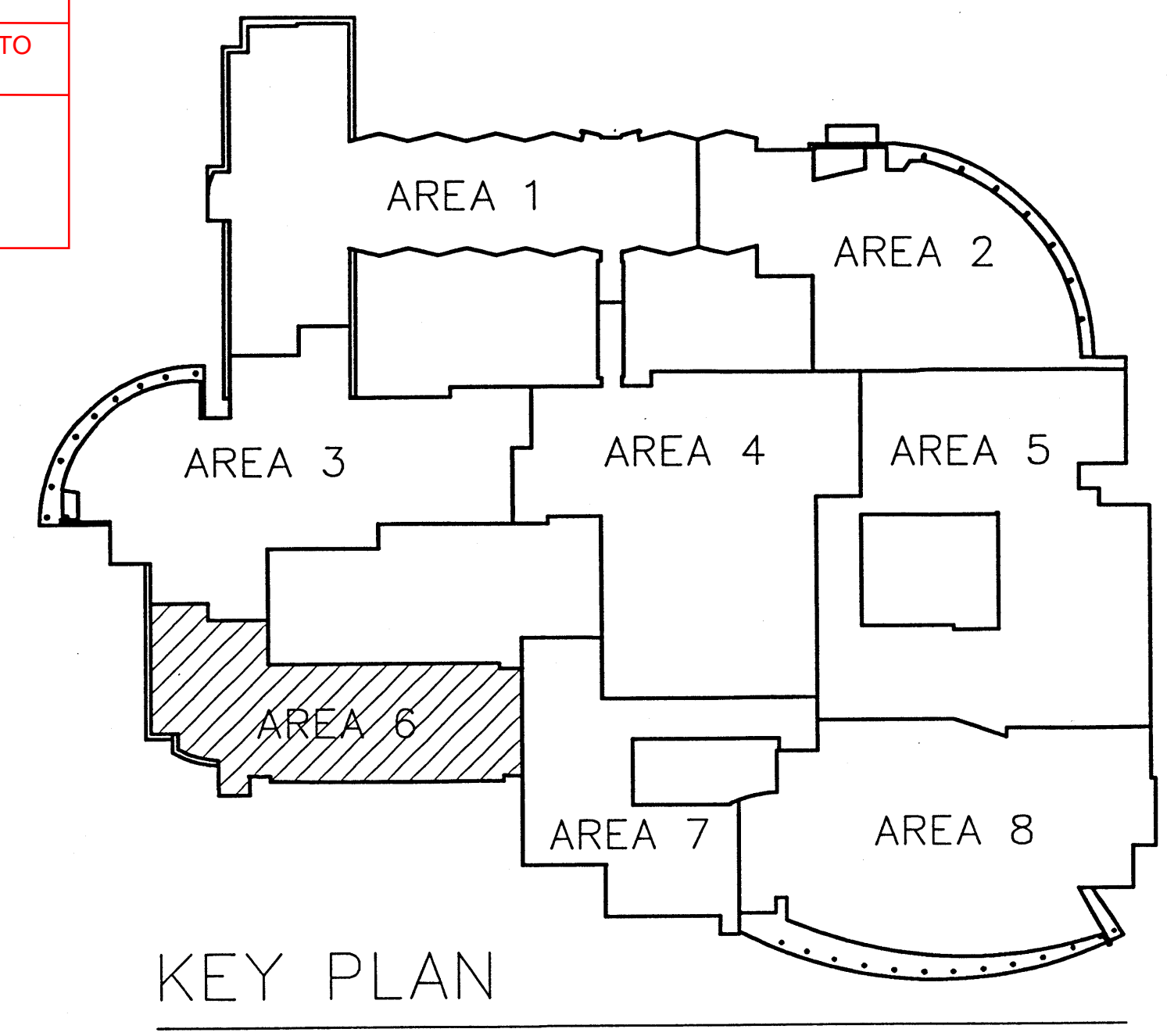
PLUMBING AND
 FIRE PROTECTION
 LOWER FLOOR LEVEL
 PARTIAL PLAN
 AREA 5

PFP2.15

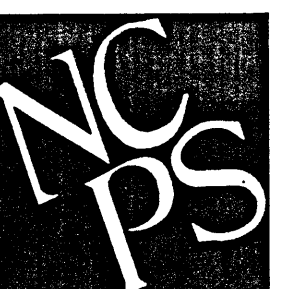


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NEW CANAAN
PUBLIC SCHOOLS



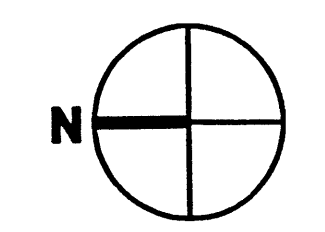
ADDITIONS &
ALTERATIONS
**SAXE
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SCHOOL**
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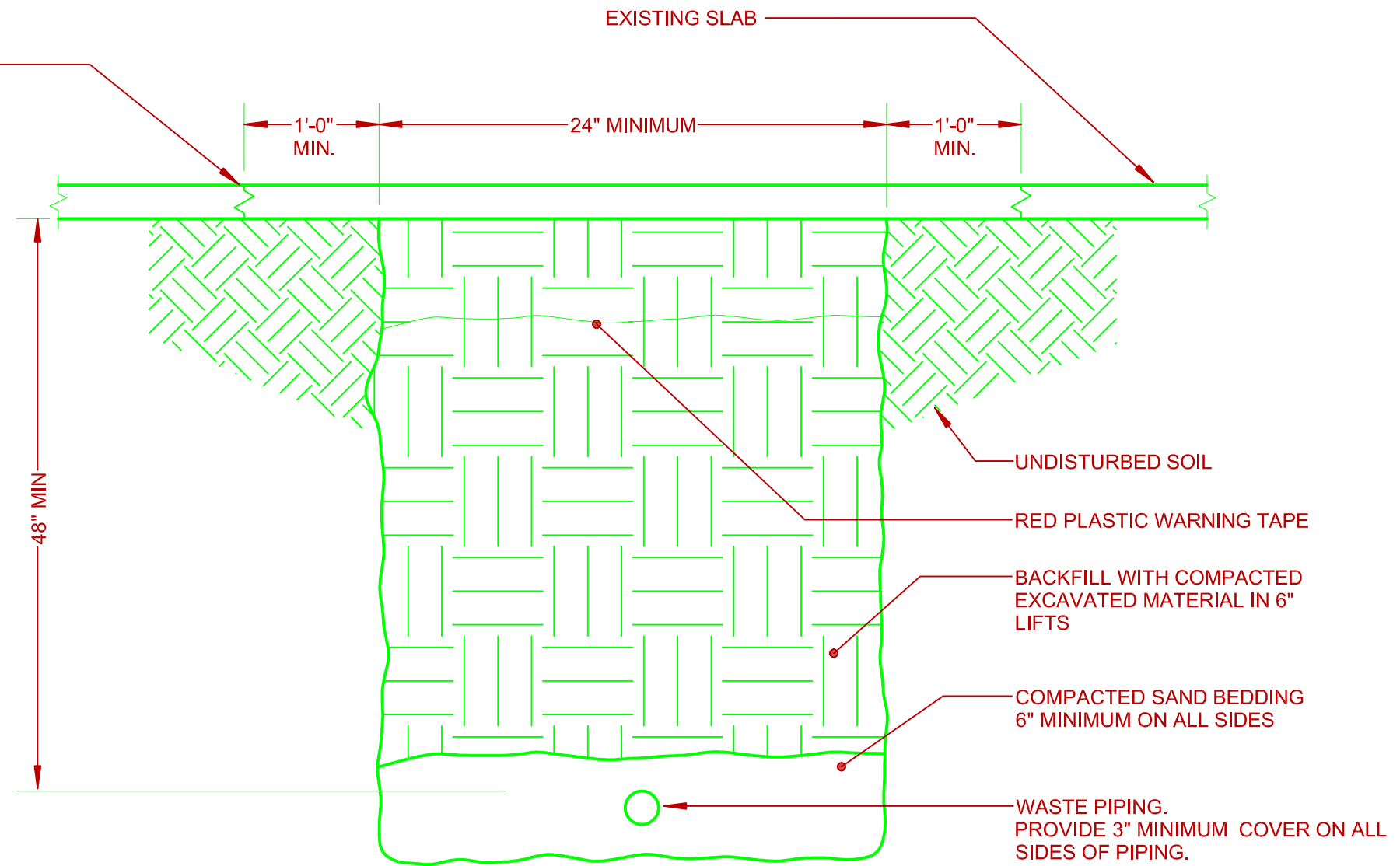
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SCALE 1/8" = 1'-0"

PLUMBING AND
FIRE PROTECTION
LOWER FLOOR LEVEL
PARTIAL PLAN
AREA 6

PFP2.16



1" DEEP SAWCUT OF EXISTING CONCRETE. PATCH TO MATCH EXISTING SURROUNDING PAVEMENT AFTER INSTALLATION OF PIPING.



TRENCHING NOTE

TRENCH EXCAVATION SHALL CONSIST OF THE REMOVAL OF ALL MATERIALS, EXCAVATION, TRENCH WALL SUPPORTS & DEWATERING (IF ENCOUNTERED); SATISFACTORY DISPOSAL OF ALL SURPLUS OR UNSUITABLE MATERIAL; BACKFILL AND COMPACTION NECESSARY FOR THE CONSTRUCTION OF THE WORK AT THE LOCATIONS AS SHOWN ON THE CONTRACT DRAWINGS OR AS DIRECTED BY THE ENGINEER.

ALL DIMENSIONS ARE MINIMAL ACCEPTABLE QUANTITIES.

WHEN EXISTING PAVEMENT HAS BEEN REMOVED, REPLACED WITH THE SAME TYPE AND THICKNESS OF PAVEMENT AND SUBBASE.

1 PIPE TRENCHING DETAIL
N.T.S.