Winchester Public Schools

338 Main Street, P.O. Box 648 • Winsted, CT 06098

Telephone: 860-379-0706; Fax: 860-738-0638

Melony Brady-Shanley - Superintendent of Schools

**INVITATION TO BID**

**SPECIFICATIONS AND BID FORMS FOR:**

**“REPLACE PEARSON SCHOOL STUDENT BATHROOM COUNTERS, SINKS AND FAUCETS”**

**Sealed bids for the above will be accepted until:**

**May 23, 2019**

**10:30 A.M.**

**Bid should be addressed to:**

**Winchester Board of Education**

**Winchester Public Schools Director of Finance**

**338 Main Street**

**PO Box 648**

**Winsted, CT 06098**

**Envelope should clearly be noted:**

**REPLACE PEARSON SCHOOL STUDENT BATHROOM COUNTERS, SINKS AND FAUCETS BID**

***Winchester Public Schools***

**AWARD AND CONTRACT**

**TERMS AND CONDITIONS**

**REPLACE PEARSON SCHOOL STUDENT BATHROOM COUNTERS, SINKS AND FAUCETS**

**A. BIDDING PROCESS**

1. The Board of Education in the Town of Winchester hereinafter referred to as “BOE” will be receiving sealed bids from qualified contractors at the Business Office of, Winchester Public Schools, for replacement of student bathroom counters, sinks and faucets. Bid specifications are available beginning Friday, May 3, 2019, at the Board of Education Offices, 338 Main Street, Winsted, CT 06098, between 8:30am and 2:30pm Monday-Friday. The bid specifications will also be available for download on the Winchester Public Schools website at http://winchesterschools.org.
2. Bids should be sealed and the envelope clearly marked “Replace Pearson School Student Bathroom Counters, Sinks & Faucets”.
3. All bids are to be received at the Business Office of the BOE by 10:30 A.M. on Thursday, May 23, 2019. Bids will be opened in public at 10:45 A.M. May 23, 2019 in the BOE Business Office, 338 Main Street (4th Floor), Winsted, CT 06098.
4. Bids, or withdrawal of bids submitted, if received by the Owner after the date and time specified for bid opening will not be considered.
5. No oral, telephone, electronic or telegraphic proposals will be considered. All bids shall stand available for acceptance for a period of forty-five (45) days from the date proposals are publicly opened.
6. The Owner reserves the right to reject any or all bids, or to award the one Bid that, in the Owner’s judgment, will be in the best interest of the Town of Winchester Board of Education; regardless whether a bid is the lowest submitted bid or not, taking into consideration of reliability of the bidder and quality of the service and their conformity with specifications. The Owner further reserves the right to waive any defects or technical deficiencies in the bids, and to enter into direct negotiations with any bidders.
7. The Winchester Board of Education is exempt from all Federal, State, or Local taxes.
8. For further information, please call Dave Cruden, Head of Maintenance (860) 921-7626 or Nancy O’Dea-Wyrick, Director of Finance & Business Services, Winchester Public Schools, (860) 379-0706.

**B. PERFORMANCE CONDITIONS AND REQUIREMENTS**

1. The Winchester Board of Education is furnishing this document to request quotations for the replacement of student bathroom counters, sinks and faucets at Pearson School.
2. Each bidder is required to visit the site of the proposed work and fully acquaint themselves with the conditions as they exist so they may fully understand the work required under this contract.
3. It is the intent of these specifications to cover all labor, materials, tools, equipment, transportation and other appliances or services required to complete work, herein specified, and or described in any accompanying addenda.
4. Bidders must agree to give this project top priority to assure completion by August 19, 2019.
5. The successful bidder will be required to carry the following insurance:

Worker's Compensation, Commercial General Liability covering bodily injury and property damage with a limit of liability no less than $1,000,000 for each occurrence and $2,000,000 in the aggregate. Such policy shall contain contractual liability coverage and name both the Town of Winchester and Winchester Board of Education as additional insured's. Commercial automobile liability insurance covering bodily injury and property damage with a limit no less than $1,000,000 for each accident. Certificates of Insurance evidencing such coverage shall be provided as part of the bid package.

1. The Contractor guarantees to save the Town of Winchester Board of Education, its agents or employees, harmless for liability of any nature or kind of connection with this contract and to furnish adequate protection from damage to Board of Education property and to repair damages of any kind for which he (she) or his (her) worker’s are responsible. The Contractor is to replace or put in good working condition everything damaged in carrying out the work and keep the premises free of all unauthorized or objectionable persons.

**C. BID FORM**

1. The Owner reserves the right to cancel the contract at any time, or, with both parties consent to extend any contract beyond the originally contracted time period.
2. Bidders are required to submit their proposals using the “Replace Pearson School Student Bathroom Counters, Sinks & Faucets Bid Form” (attached) as part of the bid package.

**D. BIDDER QUALIFICATIONS**

1. The “Statement of Bidders Qualification” (attached) must be completed, signed, and returned with the bid package. The Owner may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish for the Owner all such information and data for this purpose. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, or the Owner’s previous experience with, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out and satisfactorily complete the obligations of the contract.
2. On the “Statement of Bidders Qualifications” the Contractor shall furnish to the Owner a list of three (3) similar jobs with references that the Contractor has completed within the last three (3) years.
3. Contractor must be a licensed contractor in the State of Connecticut and a copy of the license must be submitted with the bid.
4. The Owner maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Owner may elect to have the repair made by an alternate vendor and subtract the cost from the contractor’s invoice. The Owner also reserves the right to deduct from the vendor’s billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.
5. The Owner reserves the right to cancel at any time with no cost to the Owner. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or is based upon the discretionary right of the Owner, then the cancellation shall be upon thirty (30) days written notice.

**E. SPECIFICATIONS FOR SIX (6) STUDENT BATHROOMS**

1. Remove existing counters, sinks, faucets, and associated plumbing.
2. Install open concept wash basins (see illustration attached) and 19 faucets
3. Basin lengths to approximate current counter lengths to accommodate the same number of students in each bathroom. There are currently a total of 19 sinks located in the bathrooms.
4. Basin material and color to be approved by owner.
5. Produce shop drawings.
6. Provide and install auto shut off faucets.
7. Supply and install any necessary plumbing to accommodate new basins and faucets
8. Patch, caulk and repair walls/floor around penetrations from demolition or installation.
9. Pull permits as required.

**Winchester Board of Education**

**Replace Pearson School Student Bathroom Counters, Sinks & Faucets**

**This bid submitted by:**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Representative and Position:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Company Representative:**

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**Email address:**

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**Total Cost**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List Any Exclusions/Deviations from the Specifications:**

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**Winchester Board of Education**

**Replace Pearson School Student Bathroom Counters, Sinks & Faucets**

**STATEMENT OF BIDDERS QUALIFICATIONS**

**COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEARS IN BUSINESS:\_\_\_\_\_**

**COMPANY REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCOPE OF REGION OPERATED IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS ORGANIZATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HAS THIS COMPANY DONE BUSINESS WITH EITHER THE WINCHESTER BOARD OF EDUCATION OR THE TOWN OF WINCHESTER?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IF YES, TYPE OF CONTRACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DURATION: \_\_\_\_\_\_\_\_\_**

**REFERENCES: LIST THREE SIMILAR CONTRACTS WITHIN THE PAST THREE (3) YEARS.**

**HAVE YOU EVER REFUSED TO SIGN A CONTRACT AT YOUR ORIGINAL BID? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IF YES, PLEASE EXPLAIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**HAVE YOU EVER DEFAULTED ON A CONTRACT AT YOUR ORIGINAL BID? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IF YES, PLEASE EXPLAIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE DATE**