

**Legal Notice:**

**Office of the Finance Director  
Room 204  
Portland Town Hall  
33 East Main Street  
PO Box 71  
Portland, CT 06480-0071**

**INVITATION TO BID - BID NO. 2020-01**

Sealed bid proposals for **PORTLAND PUBLIC LIBRARY INTERIOR IMPROVEMENTS** will be received until **11:00 AM on November 7, 2019** at **Office of the Finance Director, Room 204, Portland Town Hall, 33 East Main Street, PO Box 71, Portland, CT 06480-0071**. The bids will then be publicly opened on **November 7, 2019 @ 11:00 AM**.

The **Issuing Office** is: **The Office of the Finance Director**, as noted above. Each bid should be submitted in a single sealed envelope; the outside clearly marked "Bid 2020-01 – Portland Public Library Interior Improvement." It is the responsibility of the vendor to be certain that all sealed bids are stamped in at the Issuing Office by the designated date and time.

There will be a **NON-MANDATORY** pre-bid conference at the site on October 15, 2019 at 11:00 AM at the Portland Public Library, 20 Freestone Avenue, Portland, CT 06480.

The Printed copies of the Bidding Documents will be available for viewing and purchase at the **Issuing Office, after October 6, 2019, Monday through Thursday from 9:00 AM to 4:30 PM and Friday 9:00 AM to 12:00 PM**. Printed copies of the Bidding Documents may be obtained upon payment of a non-refundable fee of **\$25** for each set. Checks for Bidding Documents shall be payable to "**Town of Portland**". To receive the documents via package services, send a completed pre-paid pickup label from either UPS or FEDEX to the Issuing Office. Addenda will be e-mailed to all signatories of the Pre-bid Conference Sign-in Sheet. If a pre-paid pick up label is not provided, there will be an additional charge of \$15.00 for U.S. Postal mailing/shipping if arranged by The Town of Portland. PDF copies of the Bidding Documents are available upon request after receipt of the above noted non-refundable **\$25** fee.

This project is paid in part by State funds through the Connecticut State Library.

Each bid shall be signed by the bidder and accompanied by a bid bond in an amount equal to five percent (5%) of the bid, payable to the Town of Portland. The successful bidder will be required to provide Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the Contract Price. No Bid may be withdrawn until sixty (60) days after the Bid Opening.

The successful bidder shall comply with the requirements of Prevailing Wage Rate Laws on accordance with Section 31-51 of the Connecticut General Statutes.

The contract documents require affirmative action of the contractor and subcontractors to ensure equal employment opportunity as noted in Governor's Executive Orders 3 and 17.

The Owner is exempt from payment of Sales Taxes and Use Taxes on all Material and Equipment to be incorporated in the Work. These Taxes shall not be included in the Bid.

The Town of Portland reserves the right to reject any and all bids in whole or in part, make extensions to review Bids, or to waive any informality or defect in bidding, if it is determined by the Town of Portland to be in the best interest of the Town of Portland. The Town of Portland is an equal opportunity employer and provider.

By the order of Tom Robinson, Director of Finance, Town of Portland

Dated: October 4, 2019