



PURCHASING AUTHORITY  
Town of New Milford, Connecticut  
**REQUEST FOR BIDS – Library Relocation**

Sealed bids will be received at the Purchasing Office until 3 p.m., on Thursday, March 19, 2020. Bids must be in a sealed envelope, addressed to the Purchasing Authority, 10 Main Street, New Milford, CT 06776, and **clearly marked: Library Move**. Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, March 19, 2020 at 3:30 p.m. Late bids will be considered informal and rejected.

**INTENT:** The Town is soliciting competitive bids from qualified firms for library relocation services

Specifications and bid forms must be obtained online at [www.newmilford.org/finance](http://www.newmilford.org/finance). When applicable, state bids will be considered for this product/service.

**A mandatory site walk will be held on Tuesday, February 25, 2020 at 10 a.m. at the New Milford Public Library, 24 Main Street, New Milford.**

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford “Municipal Purchases” Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

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Pete Bass, Mayor  
An Equal Opportunity/Affirmative Action Employer

# TOWN OF NEW MILFORD

## New Milford Public Library Library Relocation Services

### **INTENT:**

The Town of New Milford Public Library (“Town” or “Municipality”) is soliciting competitive bids from qualified firms for library relocation services. The Town reserves the right to accept or reject any and all bids in part or in whole.

### **GENERAL INFORMATION:**

The New Milford Public Library has been approved for an expansion and renovation at its current location at 24 Main Street, New Milford, Connecticut. The project calls for the disassembly and reassembly of mahogany shelving and packing and moving of books, artwork, statues and historical materials. The move will include both onsite and offsite storage.

The Town anticipates that construction will begin in the spring of 2020. Bidders must be able to meet the timetable set by the Town through its Library Building and Construction Committee. The move will include three phases over a period of 18 to 24 months.

The bidder understands that, in addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford “Municipal Purchases” Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford.

**A mandatory site walk will be held on Tuesday, February 25<sup>th</sup> at 10 a.m. at the New Milford Public Library, 24 Main Street, New Milford.**

### **SUBMISSION, RECEIPT AND OPENING OF BIDS:**

The Town of New Milford, CT invites bids on the project and services described herein. All blanks must be appropriately filled in except as noted on the bid sheets. Bids will be received by the Purchasing Authority until 3:00 PM on Thursday, March 19, 2020 and then publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed, and delivered to:

*Purchasing Authority - Town of New Milford, CT  
Roger Sherman Town Hall – Lower Level  
10 Main Street  
New Milford, CT 06776*

Said submissions should be clearly designated as Bid for Library Moving. The Municipality reserves its right to consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or the authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

No bidder may withdraw a bid within 45 days after the actual date of the opening thereof. The Municipality may accept or reject any or all bids or any portions thereof and take any action deemed to be in the best interest of the Town.

**PREPARATION OF BID:**

**One (1) original and one (1) copy** of each bid must be submitted on the prescribed forms. All blank spaces for bid prices must be filled in, in ink or typewritten. An additional sheet detailing all deviations from the specifications listed herein shall be attached to the bid sheet. If so equipped with deviation list this bid sheet shall be marked with the deviations accordingly on each item.

Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, his address, and **person of contact**. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above.

Only complete bids will be accepted. In order for a bid to be complete, it must include the following:

- A. Bid Forms
- B. Indemnification, Acknowledgement & Agreement
- C. Non-Collusion Affidavit of Prime Bidder
- D. Certificates of Insurance

**ADDENDA AND INTERPRETATIONS:**

No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally, **either in person or via phone**.

Every request for such interpretation must be in writing and addressed to:

**Jodi Weisz, Library Director**  
jweisz@biblio.org

and, to be given consideration, must be received at least seven (7) business days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted no later than seven (7) calendar days prior to the date fixed for the opening of the bids. Any addenda shall be posted on the State of Connecticut's DAS Website as well as the Town's website, [www.newmilford.org](http://www.newmilford.org). Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

**SAFETY & ENVIRONMENTAL COMPLIANCE:**

The successful bidder must follow all applicable OSHA standards for performing the work at all times. Failure to follow applicable OSHA standards is grounds for immediate cancelation of the contract at no cost to the Town of New Milford.

**HOURS OF OPERATION:**

The commencement time of work will begin as directed by the Library Director or Clerk of the Works. The selected contractor will complete the work between the hours of 8 a.m. and 5 p.m.

**BASIS OF PAYMENT:**

Bidders shall submit net unit prices per phase as requested on Bid Sheets.

The bid prices shall be deemed all inclusive (i.e. fuel costs, labor, insurances, equipment, services, etc.) necessary to complete the project phase.

**BIDDER QUALIFICATIONS:**

Bidders must have all required permits, certifications and licenses, a minimum of (5) years' experience specifically working with library moves. References are recommended.

In determining the qualification of a Bidder, the Town may consider the record and the performance of any contracts for similar work, which may have been previously performed. The Town shall make such investigation as deemed necessary to determine the ability of the Bidder to perform the work.

**BASIS OF AWARD:**

The following factors will be considered in selecting a contractor:

- Lowest cost responsible bidder
- The ability, capacity and skill of the bidder to supply the services required
- Whether the Bidder can provide the service within the specified time, without delay or interference

**INSURANCE REQUIREMENTS:**

A certificate of Insurance is required to be submitted upon execution of any agreement.

Contractors shall carry the following minimum insurance coverage's and the provisions specified below must be met.

- Insurance carriers providing the required insurance coverage's must have an A.M. Best's financial rating of "A-VII" or better.
- The Town of New Milford, its officials, employees and volunteers, MUST be named as additional insured with reference to this project on a primary and non-contributory basis. The insurer shall waive all rights of subrogation against the Town of New Milford, CT, its officers, employees and volunteers arising from work performed by the Contractor.

- The policy endorsement evidencing this coverage must be provided with the certificate of liability insurance. Any changes in insurance coverage will require (30) thirty days of notice to the Town of New Milford by certified mail with return receipt requested.
- The contract should have a hold harmless indemnification agreement provision which protects the Town of New Milford to the greatest extent that Connecticut Law will allow.
- If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automobile Liability insurance policies.
- Note that these limits are not all inclusive and are subject to change to reflect scope and cost of individual projects. These minimum required limits are not a limitation of contractor liability.
- Any changes in insurance coverage will require thirty (30) days' notice to the Town of New Milford.

**A. Commercial General Liability**

(Form 1988 ISO Occurrence Form or equivalent) Limits of Liability shall be combined bodily injury & property damage.

General Liability Aggregate	\$1,000,000.
Products & Completed Operations Aggregate	\$1,000,000.
Personal Injury	\$1,000,000.
Each Occurrence for Bodily Injury and Property Damage	\$2,000,000.
Fire Damage (Any One Fire)	\$ 50,000.
Medical Expense (Any One Person)	\$ 5,000.
Umbrella Excess	\$2,000,000.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.

**B. Automobile Liability**

Policies must include coverage for all vehicles utilized on the job including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage \$1,000,000. Umbrella limits over Automobile Liability limits may be used to make up the required limits.

### **C. Statutory Workers Compensation and Employers Liability**

Policy coverage will include limits of \$100,000 each accident, \$100,000 Disease-each employee and \$500,000 Disease-policy limit, or in accordance with the requirements of the State of Connecticut, whichever is greater.

## **TECHNICAL SPECIFICATIONS:**

### **General**

1. The project has been broken down into three phases.
2. This move includes but is not limited to, all office equipment, the breakdown of metal shelves in the adult and children's room, the packaging of specialized equipment such as laser scanners, networked phone systems, wireless AV projectors, overhead projectors, laptops, computers, microfiche machines, self-checkout machines, fax machines, typewriters, ink jet printers, laser printers, copiers, specialized lighting, book trucks, maintenance equipment, ladders, tools, stain glass windows, specialized lighting fixtures, kitchen equipment, rugs and shelving.
3. Contractor shall conduct at least one planning meeting to gain familiarity with the project and finalize details of the move. It is expected that the contractor will work with library staff to develop an efficient, cohesive plan.
4. Contractor shall provide and coordinate move staff at both origin and destination locations.
5. Contractor shall provide an onsite project manager with appropriate experience.
6. Contractor shall determine areas and quantities of area needed.
7. Contractor shall work with Library staff to determine move route and any necessary prep for chosen route.
8. Contractor shall have a licensed electrician onsite during the disassembly and reassembly of any mahogany shelving.

### **Phase One:**

1. Measure and tag all collections to be relocated.
2. Calculate fill ratios.

3. Label collections (contractor to provide labels). The tagging system shall be done in a way that maintains order and identifies location. Labels shall be low adhesive and easily removable without leaving a residue. Contractor shall educate library staff of the tagging system.
4. Prep both origin and destination sites for move to protect those sites from damage. These areas include but are not limited to walls, elevators, doors, door jams and furniture.
5. Pack approximately 1,550 shelves of collections to be transported to a predetermined Town-owned offsite location.

#### Phase Two:

1. Pack approximately 650 shelves of collections to be transported to a temporary location within the library.
2. Move existing furniture within the library.
3. Disassemble, move and reassemble existing mahogany shelving to location within the existing library. Work to be completed by a licensed carpenter.
4. Pack all artwork, statues and historical materials in qualified art storage boxes for move and storage within the library.

#### Phase Three:

1. Upon completion of the renovation, return packed collections from both onsite and offsite locations.
2. Disassemble, move and reassemble existing mahogany shelving to new location within the library. Work to be completed by a licensed carpenter.
3. Return all stored furniture and place in final configuration.
4. Return all artwork, statues and historical materials to locations to be determined by library staff.

PURCHASING AUTHORITY

Town of New Milford, Connecticut

**INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT**

**BID:** New Milford Library Renovation Move

**BID OPENING:** March 19, 2020

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

An Equal Opportunity/Affirmative Action Employer



**Town of New Milford, Connecticut**  
**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of Connecticut  
County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn affirms that:

He is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached bid;

He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;

Such Price is genuine and is not a collusive or sham bid;

Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE OF ACKNOWLEDGMENT**

On this the \_\_\_\_ day of \_\_\_\_\_, 2020, before me, \_\_\_\_\_ a Notary Public or Commissioner of the Superior Court or Justice of the Peace in and for said state, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person(s) whose name(s) (is/are) subscribed to the within instrument and acknowledged that (he/she/they) executed, in authorized capacity, the same for the purposes therein contained.

WITNESSS whereof I hereunto set my hand:

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court/Justice of the Peace (circle one)

\_\_\_\_\_  
My Commission Expires/Juris Number (circle one)

# Town of New Milford

## New Milford Public Library Renovation Move Bid Proposal Form

Description	Phase Bid	Phase Bid written out
Phase I	\$ _____	_____ Cents
Phase 2	\$ _____	_____ Cents
Phase 3	\$ _____	_____ Cents

**Grand Total**      \$ \_\_\_\_\_      \_\_\_\_\_  
Cents

Vendor Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_