

**CITY OF NORWICH  
OFFICE OF DEVELOPMENT  
23 UNION STREET  
NORWICH, CONNECTICUT 06360**

**CITY OF NORWICH  
PROPERTY REHABILITATION  
PROGRAM  
Project RP1424**

**48 Convent Avenue  
Norwich, CT. 06360**

**PROJECT SPECIFICATION**

**Bid- Rehabilitation**

**CITY OF NORWICH  
INVITATION TO BID  
PROPERTY REHABILITATION PROGRAM**

**Bid for: RP1424  
48 Convent Avenue  
Norwich CT 06360**

**Bid- Rehabilitation**

Bids are being sought for the project for the property located at:  
The residence at

**48 Convent Avenue**

This project is being funded through the Property Rehabilitation Program and/or HUD Lead Based Paint Hazard Control in Priority Housing Program. Contractors must be aware that the City of Norwich is an Equal Opportunity Employer. Contract documents including the lead abatement plan and property rehabilitation specifications may be obtained from the Office of Community Development, 23 Union Street, Norwich, CT. Office hours are from 8:30 AM to 4:30 PM, Monday through Friday. **A pre-bid conference will be held on Thursday May 21, 2020 at 10:00 AM at the project location. Attendance at that meeting is recommended to bid on this project.**

**Sealed bids will be received at the Office of Community Development, 23 Union Street, Norwich, CT until 4:00 PM, on Friday May 29, 2020, at which time they will be opened and read aloud. The City of Norwich reserves the right to reject any and all bids, or any part of any bid where such action is deemed to be in the best interest of the City.**

**EQUAL EMPLOYMENT/OPPORTUNITY  
AFFIRMATIVE ACTION  
FAIR HOUSING AGENCY**

CITY OF NORWICH  
OFFICE OF DEVELOPMENT  
23 UNION STREET  
NORWICH, CONNECTICUT  
860-823-3770

**SPECIFICATIONS FOR THE PROJECT KNOWN AS:**

48 Convent Avenue  
Norwich, CT 06360

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## GENERAL BIDDING INSTRUCTIONS:

1. The contractor is to obtain and review the Project Specifications and prepare a quotation for all work specified on the Company Letterhead and the enclosed bid form.
2. Contractors are urged to attend the Pre-Bid conference on **05-21-20 At 10:00 a.m.** Failure to attend the Pre-Bid conference may result in incomplete bid information.
3. Bid proposals are to be submitted in a sealed envelope addressed as follows:

Community Development, Property Rehabilitation Program  
**Bid Project: #RP1424 48 Convent Avenue**  
**-On the outside front of the envelope-**

4. **The sealed bid proposals will be received until 4:00 PM on 05-29-20,** at the Office of Community development which time they will be opened and read aloud.
5. It is the contractor's responsibility to ensure they have all the project addendums and changes made to the scope of work prior to the bid due date. Copies of the addendum will be available at the city offices. Copies of addendum are to be attached with each bid. Failure to attach the addendum sheets will disqualify the bidder.

The information contained in this bid package is for the purpose of providing general project specifications of the items included in the scope of work. Code compliance work required by the local building officials and fire marshal will be limited to those items directly relating to lead abatement activities. All other code compliance issues will be the responsibility of the property owner, and will not be funded under this program.

Payments will be requested by the Contractor according to contract provisions. The Contractor will submit payment requests to Program Management in the form of a billing request. Program Management will then conduct an inspection with the Property Owner in order to authorize payment or request revisions. Once billing ('s) are approved, a check will be issued to the contractor. The contractor may then pick up the check or notify the City to mail it to the contractors address listed herein. Contractors should allow a minimum of 15 days for payment of approved invoices. The contract documents further describe the payment process.

Items not included in this specification, that are required for a complete installation or operation are considered part of this specification. All issues pertaining to code compliance should be directed to the Building Official. It is the responsibility of the contractor to secure and pay for all required permits, and terminate all required permits with inspections required by the permitting authority. Copies of all permits to be provided to the City at the time of issue and release.

Prior to the start of any construction activities, the contractor must request a pre-abatement inspection which will review the containment preparations, licensure, and proper set up of construction activities and safety equipment, if the work Specification requires it.

**NOTICE OF INVITATION TO BID  
GENERAL INFORMATION**

PROJECT NAME: RP1424  
ADDRESS: 48 Convent Avenue  
Norwich, Connecticut, 06360

OWNERS NAME: Melanie Reyes & Melisa Rivera  
OWNERS ADDRESS: 48 Convent Avenue  
Norwich CT. 06360

OWNERS PHONE NO: 860-961-3495

For the City of Norwich, Contact:

City of Norwich  
Office of Development  
23 Union Street  
Norwich, CT 06360  
(860) 823-3770  
Wayne R. Sharkey, Property Rehabilitation, Program Manager  
Office hours: Monday – Friday 8:30 am – 4:30 pm

Contractor:

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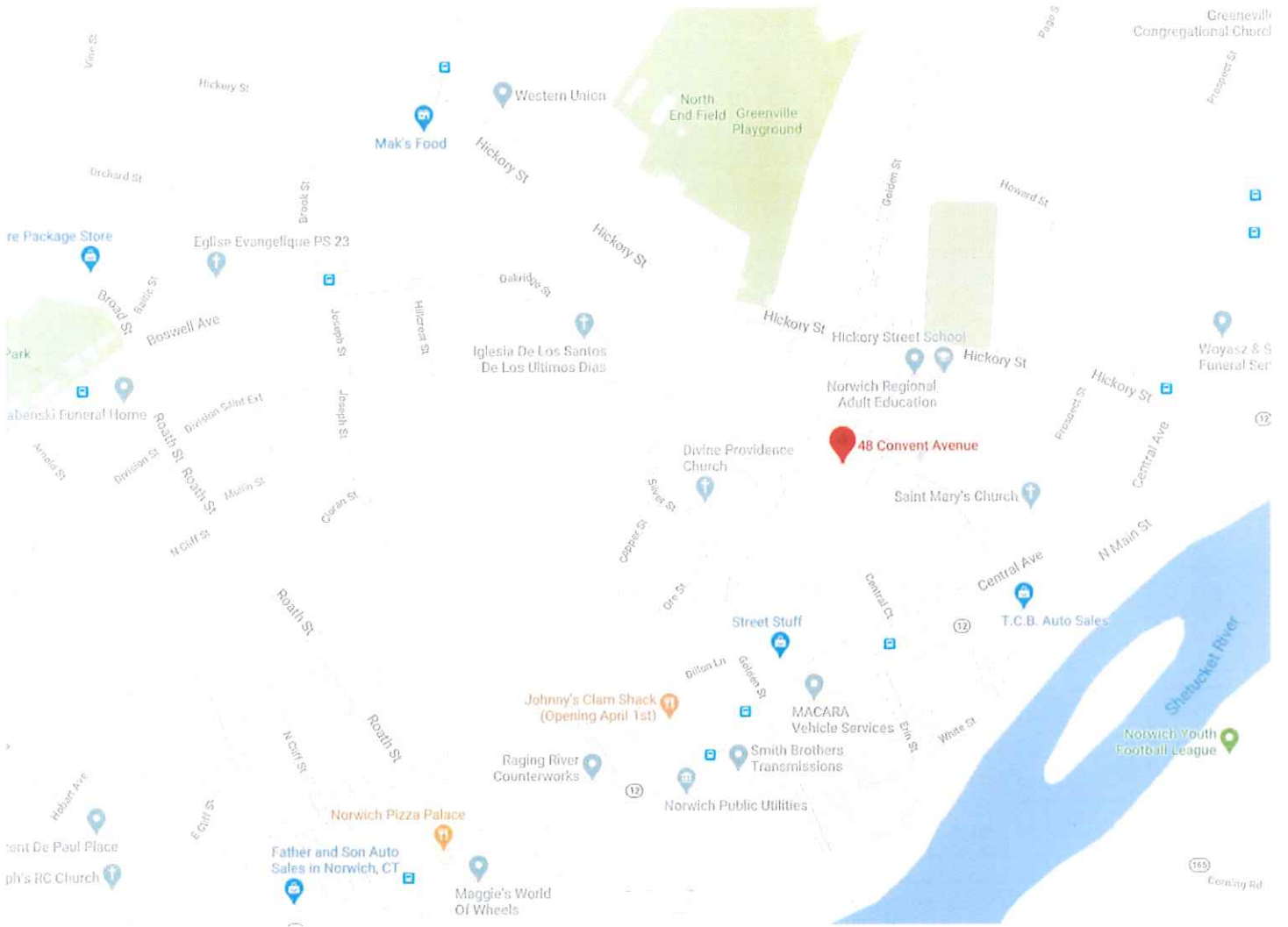
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Additional project specifications may be obtained at:

Community Development Office  
23 Union Street  
Norwich, Connecticut 06360  
(860) - 822 - 3770

Project specifications may be obtained during normal business hours 8:30 AM - 4:30 PM,  
Monday thru Friday.

48 Convent Ave



48 Convent Ave

Norwich, CT 06360

## **BIDDING AND GENERAL PROGRAM POLICIES**

1. The omission of any items listed in the Basic Bid Package will result in the disqualification of the bid.
2. All addendums and scope changes discussed at the bid walk through will be written up and available at the city office prior to the bid opening date. All addendum and changes to be attached to the bid forms and signed by the contractor. Failure to attach addendum and changes may result in bid disqualification.
3. Bid readings are open to the public. No bid documents will be made available to contractors or the public without supervision at the bid opening. Results of the bidding will be available at the Office of Development the following business day.
4. The City of Norwich reserves the right to reject any bid when it is deemed to be in the best interest of the City and/or the property owner. The City of Norwich further reserves the right to accept or reject portions of any bid when it is deemed to be in the best interest of the City and or the property owner.
5. Disputes and protests:
  - a. If a contractor feels that a bidder has submitted an incomplete bid, or has evidence of other improprieties that negatively impact their own qualified bid, they may file a protest with the City of Norwich, Office of Development within 7 calendar days of the Bid opening.
  - b. Such notice shall be in writing and include copies of evidence required to prove or disprove the questionable bids.
  - c. Bid protests will not be accepted by unqualified bidders, or bidders who have been disqualified for incomplete bids.
  - d. All bid protests will be reviewed by program staff and the Director of Development. The decision rendered by the director of development will be final.
  - e. Contractors submitting frivolous bid protests are hereby warned that unjustified and groundless protests may result in the loss of future bidding privileges
6. Bidder Limitation Policies:
  - a. Bidders may hold no more than three active contracts between either the Lead or Rehab program. (However Contractors may request exception to this rule if they can provide assurances sufficient to the timely start and completion of project contracts.) Acceptance/denial of such a request is solely at the discretion of the Rehabilitation Specialist.
  - b. Bidders holding three open contracts, will be prohibited from future bidding until the closeout of one or more open contracts. (see- exception clause)
  - c. Contract holders that are in delinquent standing of any project completion date, may be prohibited from bidding until all delinquent projects are closed out.
  - d. New Contractors will be subject to a probationary period in which they may hold only one contract. Once a new contractor has entered into their first contract for a Property Rehabilitation or Lead Hazard Reduction project, they will not be allowed to bid further projects until the successful completion of the probationary period. During the probationary period the Contractor will be evaluated based on their performance according to both the project contract, and overall program

requirements. At the completion of the project the Program Manger will give the Contractor written notice outlining their acceptance or denial as a Contractor “in good standing”, for future Projects.

7. Lead Abatement Clearance Policies:
  - e. Both the first and second rounds of dust wipes tests are included in program costs.
  - f. Further failures will be assessed to the project contractor in the form of an \$80.00 per hour inspector fee.
  - g. All additional testing fees must be paid in full prior to the release of final payment to the contractor.



**BASIC BID PACKAGE: Bid- Rehabilitation**

The City of Norwich, Office of Community Development basic bid package is enclosed and shall be submitted as follows:

1. This Instruction Sheet with signed bidders certification
2. Payment Request from filled out and totaled.
3. Non-Collusion Affidavit.
4. Proof of insurance
5. Proof of licensure as a home improvement contractor in the State of Connecticut.
6. Proof of Licensure as a Lead Abatement contractor in the State of Connecticut ( if applicable )
7. Copies of all addendum sheets properly signed and filled out as directed.

\*\*\* Please note, items 3,4,5, and 6 may be submitted once annually. It is also the contractor's responsibility to insure that these items are updated as they expire. Please be aware that the submittal of items 1,2,and 7 will only constitute a complete bid package if all other items are on file and up to date with the City of Norwich.

**BIDDERS CERTIFICATION**

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_  
A contractor registered in the State of Connecticut, have reviewed the bid requirements, bid documents and site conditions and hereby propose to complete the work specified for the amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

I will guarantee this price for a maximum of 15 days from the date of this proposal. I will be able to start this project on or about \_\_\_\_\_, 2020. This project is allotted **10, calendar days** to complete the specified scope, baring weather and or other excusable delays. (Note: Work items that cannot be undertaken during winter months such as exterior encapsulation or soils, shall have a completion date of no later than May 30<sup>th</sup>) I am aware that if I fail to complete the work in the time required, I may be penalized based upon the terms of the contract.

Signed by: \_\_\_\_\_ (Print Name) Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

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

City of Norwich, Property Rehabilitation Program				
Payment Request Form Contractor Name: Authorized signature:				
PROPERTY ADDRESS: 48 Convent Avenue Norwich CT. 06360 Rehabilitation			DATE:	
			Req. No.:	
DESCRIPTION	BID AMOUNT	1st. REQ DATE	2nd. REQ DATE	Final REQ DATE
Permits and Fees				
Waste Disposal				
Floor repairs/chases				
Front Porch Flooring				
TOTALS				
Received to Date:				
This Request:				10% Retain
Total Paid to Date			Total Retainage	
Approved by Owner			Date	
Approved by City			Date	
Approved by Contractor			Date	
PROJECT SCHEDULE:				
Proposed Start Date				

201. NON-COLLUSION AFFIDAVIT OF CONTRACTOR

State of \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that :

(1) He is (owner, partner, officer, representative, or agent) of

\_\_\_\_\_  
(hereafter refer to as the "Contractor"), who has executed the Agreement, of which this affidavit is a part;

(2) He is fully informed respecting the preparation and contents of said Agreement and the Contract Price and all pertinent circumstances respecting such Agreement and Contract Price;

(3) Such Contract Price is genuine and not a collusive or sham price;

(4) Neither the Contractor 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 contractor, bidder, firm or person to submit a collusive or sham price or bid in connection with such work, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other contractor, bidder, firm or person to fix the price or prices offered by the Contractor and accepted by the owner, or to fix the offered price of any other bidder, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner and/or the City or any person interested in this agreement; and

(5) The price or prices offered by the contractor and accepted by the Owner as the Contract price is fair and proper and is not obtained by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

(Seal, if corporation) \_\_\_\_\_

By: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

**\*\*\* General Acknowledgement: This Affidavit is to apply to all projects, bid through the City of Norwich, Community Development Center. (2020)**

**SUMMARY SCOPE OF: 48 Convent Avenue**

		COST
G.C.	<p><b>Rehabilitation Program</b></p> <p><b>Project notes:</b> The previous heating installations and removal of cast iron radiators throughout the property have left some damage that needs repair. The following items are to be included.</p> <ul style="list-style-type: none"> <li>• All holes left in the floors are to be patched using a similar flooring material. (This may require square cutting the penetrations slightly larger for a more uniform appearance, include any subfloor as needed, stain and poly to match the rest of the flooring as closely as possible. <b>Note:</b> It's understood that these patches will not be seamless or match the weathering and color of the surrounding flooring perfectly. It is the basic intent to patch the holes and finish the surfaces as closely as possible.</li> <li>• Contractor is to construct two chases to hide the exposed plumbing on the 1<sup>st</sup> Floor. Frame, insulate, sheetrock/finish, prime and paint to match the existing wall color as closely as possible.</li> <li>• Front Porch Flooring- Install new vinyl plank flooring \$30.00 per sqft installed. To include all appropriate transition pieces and edging. (Owner to select color and style)</li> </ul>	