TOWN OF WATERFORD
BOARD OF FIRE COMMISSIONERS
INVITATION TO BID
WINDOW REPLACEMENT GOSHEN FIRE
Bid # 09-123

The Board of Fire Commissioners will receive sealed bids for Window Replacement at the Goshen Fire Station, 63 Goshen Rd, Waterford. Bids will be received until 2:00 p.m. on November 7, 2008. Bids must be submitted on the Bid Form included in the bid packet, in a sealed envelope that is clearly marked SEALED BID FOR Window Replacement Goshen Fire Station with bid number, time of bid opening and date. Bids may be mailed or hand delivered to the Purchasing Office, Town of Waterford, 15 Rope Ferry Road, Waterford, CT 06385. Bids will be publicly opened in the Louise B Appleby Room. Bid Packets are available at http://www.waterfordct.org/depts/finance/purchasing.htm or may be picked up at the Finance Office 15 Rope Ferry Rd Waterford, Connecticut. Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent 440-0540. The Board of Fire Commissioners reserves the right to reject any or all bids, in whole or in part, and to waive any informality in any bid when such action is deemed to be in the best interest of the Town; their decision is final.

Kate Rotella
Purchasing Agent
October 26, 2008
Scope of services

Work will entail removal and replacement of 34 windows including the removal of loose grout and old calking. The contractor shall only remove the number of windows that they are able to properly install that same day.

Material

Windows shall be white in color
Windows shall be Energy Star compliant .32 U Value or better
Frame and Sash shall carry a Lifetime warrantee
Window Hardware shall carry a minimum of a five year warrantee
Insulated glass unit shall carry a twenty year warrantee
Windows shall be minimum .60 thickness fusion welded frame and sashes vinyl construction double hung dual tilt, Low E with Argon.
The windows shall have dual night vent latches.
It is the responsibility of the contractor to determine the proper dimensions of each replacement window, per manufactures sizing guidelines.
Any loose calk around the window openings shall be removed and replaced with silicone calk.
Windows shall be mechanically fastened into the opening per manufactures installation guide lines.
All seams on the interior and exterior of the windows shall be calked with white silicone. Interior wood jambs (not casings) shall be painted to match existing color.

WINDOW LOCATIONS
Second floor Hall (includes conference room & chiefs office)  15
Hall Kitchen                          1
Hall Men’s Room                      1
Hall Ladies room                     1
West Apparatus Bay                  5
Bunkroom                             2
Fitness Room                        3
Ladies Auxiliary Room               3
Ladies Auxiliary Room Lav.          1
Report/Radio Room                   2
Total                                34

Town of Waterford Building Department Requirements

The Town of Waterford Building Department requires that the replacement windows Conform to section 1609.1.4 of the 2003 International Building Code (Portion of the 2005 State Building Code)
1609.1.4 Protection of openings. In wind-borne debris regions, glazing that receives positive external pressure in the lower 60 feet (18 288 mm) in building shall be assumed to be openings unless such glazing is impact resistant or protected with an impact-resistant covering meeting the requirements of an approved impact-resistant standard or ASTM E 1996 and of ASTM E 1886 referenced therein as follows.

1. Glazed opening located within 30 feet (9144mm) of grade shall meet the requirements of the Large Missile Test of ASTM E 1996.
2. Glazed openings located more that 30 feet (9144mm) above grade shall meet the provisions of the Small Missile Test of ASTM E 1996.

Exceptions:

1. Wood structural panels with a minimum thickness of 7/16 inch (11.1 mm) and maximum panel span of 8 feet (2438 mm) shall be permitted for openings protection on one- and two-story buildings. Panels shall be precut to cover the glazed opening with attachment hardware provided. Attachments shall be designed to resist the components and cladding loads determined in accordance with the provisions of Section 1609.6.1.2. Attachment in accordance with Table 1609.1.4 is permitted for building with a mean roof height of 33 feet (10058 mm) or less where wind speeds do not exceed 130 mph (57.2m/s)

Additional Quote:

Bidders shall provide a quotation on Plywood panels as per the above building code specification and shall provide quotation for Clear Polycarbonate panels, these panels are clear, corrugated modular panels, having a wall thickness of .110 inches and a weight 1lb/ft.

The Clear Polycarbonate material shall have been successfully tested in accordance with ASTM E1886, ASTM E1996, ASTM E330. Engineering design loads DP50-DP70.

Bidders shall install white 1/16” extruded aluminum weather proof channel with drip loop at the top of each window to support the Plywood panel or the Clear Polycarbonate panel. With fastens supplied for the bottom of each window for the easy of installation that meet the building code requirement

On both systems, panels are to be custom cut and labels for each location to be protected, and a storage rack to be built to store the above material, located by the Fire Department.
1. Sealed bids (one original and two copies) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids must be submitted in a sealed envelope that is clearly marked **SEALED BID FOR Name of Bid with bid number, time of bid opening and date.** Bids may be mailed or hand-delivered to the Finance Office, Purchasing Agent Town of Waterford, 15 Rope Ferry Road, Waterford, CT 06385, where they will be publicly opened.

2. Whenever it is deemed to be in the best interest of the Town, the Board of Selectmen and/or the Board of Fire Commissioners shall have the right to accept or reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Waterford.

3. The award will be on the basis of **qualified, lowest** bidder to meet specifications unless otherwise specified.

4. Bids will be carefully evaluated as to conformance with stated specifications.

5. The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.

6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. **If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.**

7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.

8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.

10. THIS ITEM WAIVED each bid must be accompanied by a bid bond payable to the Town for five percent (5%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Waterford will not be liable for the accrual of any interest on any certified check submitted.

11. A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items. This submission must be received within five days of contract award. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are “doing business as”; Individual - must be signed by the owner and indicated as “Owner”. The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond. At the discretion of the Town, a bank certified check or passbook account held jointly in the name of the awardee and the Town of Waterford may be allowed in lieu of a 100% Performance and Payment Bond. The Town will not be liable for any interest accrued should a bank certified check be used. If a joint passbook account is approved, accrued interest and principal will be returned to the awardee upon successful completion of the project.
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.

13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.

14. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.

15. By submitting a proposal, Vendors certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.

16. **IF APPLICABLE** the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.

17. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
**INSURANCE**

The bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.**

**INSURANCE REQUIREMENTS** - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

1. Insurers must have an A.M. best rating of A-VII or better and admitted to conduct business in the State of Connecticut.
2. General Liability:
   a. Bodily Injury and Property Damage - $1,000,000/Occurrence
   b. Products/Completed Operations Aggregate Bodily Injury and Property Damage – $2,000,000
   c. Commercial General Liability (1986 Form)
   d. Products & Completed Operations
3. Automobile Liability:
   a. $1,000,000 Combined Single Limit
   b. Owned, Hired and Non-Owned
4. Workers' Compensation as required by the State of Connecticut
5. Commercial Umbrella - $2,000,000 Limit
6. Professional Errors and Omissions Liability - $1,000,000 Limit
7. Name the Town of Waterford as Additional Insured
8. 30 Days Notice of Cancellation
9. Subcontractors: It is the responsibility of the Contractor to be sure that all their subcontractors procure and maintain the same insurance required of the Contractor.

The bidder shall direct its Insurer to provide a Certificate of Insurance to the Town of Waterford before any work is performed. The Certificate shall specify that the Town of Waterford shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.
PROPOSAL FORM
WINDOW REPLACEMENT GOSHEN FIRE
BID #09-123

______________________________________________________________________________

VENDOR NAME AND ADDRESS
______________________________________________________________________________

PRINTED NAME AND TITLE OF VENDOR’S AGENT
______________________________________________________________________________

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I, ____________________________, ____________________________ of the
Name ______________________  Position ______________________
above named firm hereby submit the following Proposal in accordance with Town of Waterford
specifications.

______________________________________________________________________________

SIGNATURE DATE

$__________________________  $__________________________
BID AMOUNT WINDOWS  BID AMOUNT INSTALLATION

$__________________________
TOTAL BID AMOUNT

$__________________________
QUOTE FOR PANELS

Project Start Date: __________________     Project End Date:______________________

COMMENTS:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Please attach additional sheets to the Proposal Form.
ADDENDUM 1 & 2
WINDOW REPLACEMENT GOSHEN FIRE
Bid # 09-123
October 28, 2008

Addendum 1
For Clarification on inspection of the premises.
There is not a pre bid meeting however the Goshen Fire Station is opened Monday thru Friday from 9:00 am to 5:00 pm. for inspection purposes.

Addendum 2
A question has been asked concerning the materials to be removed and the possibility of them containing asbestos.
We have arranged for testing of the materials to be removed. Once the test results have been received we will post it on the web site.

Bidders shall acknowledge this addendum by submission of this signed form.  Please submit one original and one copy with your bid.  Bids that do not include this signed addendum will be considered non-responsive.

______________________________
Printed Name and Title of Vendor’s Agent

______________________________  __________________________
Signature                          Date

Kate Rotella
Purchasing Agent
October 28, 2008
CONTRACTOR INFORMATION SHEETS
(These sheets must be completed and included with Bid)

COMPANY NAME: ____________________________________________________________

ADDRESS: __________________________________________________________________

ESTABLISHED: ________________________ __________________
(Month) (Year)

TYPE OF ORGANIZATION: (Circle One)
A) Individual
B) Partnership
C) Corporation D) Joint Venture
E) Other _________________________________________
(Specify)
(If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS
___________________________________________________________________________
___________________________________________________________________________

YEARS OF WORK IN A RELATED FIELD: __________
(Described Any Related Work)
___________________________________________________________________________
___________________________________________________________________________

USE OF SUBCONTRACTORS:
To provide all the services listed in the specifications, would any services be handled by
subcontractors? ________ Yes/No If “Yes”, please explain:
___________________________________________________________________________
___________________________________________________________________________
Subcontractor Name(s): _________________________________________________
___________________________________________________________________________
PROJECT MANAGER: