

TOWN OF SOMERS

**DEPARTMENT OF PUBLIC WORKS
93 EGYPT ROAD, SOMERS, CT 06071**

INVITATION FOR BID FOR

CONSTRUCTION OF HUMAN SERVICE OFFICE SPACES IN PIEDMONT HALL 604 MAIN STREET, SOMERS, CT 06071

The Town of Somers is soliciting bids for the Construction of five (5) new office spaces and two (2) ADA-compliant restrooms in the lower level of Piedmont Hall. The scope of work is to include furnishing all labor, materials, and equipment necessary for this construction.

Proposals will be accepted by Todd Rolland, Director of Public Works, Town of SOMERS, electronically at trolland@somersct.gov or mailed to the Somers Public Works Department, 93 Egypt Road, SOMERS, CT 06071 until 11:00 a.m., Wednesday, February 1, 2023.

Specifications and bidding documents may be obtained electronically via the Town's website at the following link:

https://www.somersct.gov/documents/Town%20Departments/Public%20Works/bids_rpf/human_services_offices/#wpfb-cat-895

PIEDMONT HALL PROJECT

1. Project Overview:

The Town of Somers (“Town”) is soliciting bids for the construction of new office spaces in Piedmont Hall, 604 Main Street, Somers, CT 06071

This project includes:

- Removal of the existing two (2) restrooms,
- Replacement of the four (4) existing exterior double hung windows,
- Replacement of the existing entry door, with a new commercial 3’0” x 6”8” entry door with sidelights, and Corbin Russwin lockset
- Installation of walls, and doors for five (5) office spaces and two (2) accessible restrooms,
- Office and Restroom doors to be commercial solid wood doors with Corbin Russwin keyed locks in the offices and bathroom locks in the restrooms,
- Installation of drywall wall coverings, taped, compounded, and sanded smooth,
- Installation of dropped ceilings in the restrooms
- Repair of the dropped ceiling,
- Painting of wall with one coat of primer and one coat of semi-gloss finish,
- Painting of doors and trim

2. Key Event Dates:

Invitation to Bid Issued	Wednesday, January 4, 2023
Pre-Bid Walk Through	Wednesday, January 18, 2023, at 10:00 a.m.
Bids Due	Wednesday, February 1, 2023, at 10:00 a.m.
Commencement of Work	Within sixty (60) calendar days of Notice to Proceed

3. Bid Submission Instructions:

- Vis electronic mail to trolland@somersct.gov or via regular mail to Somers Public Works Department, 93 Egypt Road, SOMERS, CT 06071. All bids shall be clearly marked PIEDMONT HALL PROJECT.
- All information must be submitted in ink or typewritten. Errors, alterations, or corrections must be shown.
- Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel or modify their bid during this ninety (90) day period after bids are opened.
- An authorized person representing the legal entity of the bidder must sign bids.

- v. The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form, or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.
- vi. The Town of SOMERS reserves the right to waive any minor informality in a bid when such a waiver is in the best interest of the Town.

4. Questions:

Any questions about this project shall be directed to: Mr. Todd Rolland Director of Public Works at trolland@somersct.gov. To receive consideration, such questions must be received at least five (5) business days before the established date for receipt of bids. No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions via an addendum. Such addenda will become part of this Invitation to Bid and the resulting contract. At least three (3) days prior to the receipt of bids, the Town will post a copy of any addenda to its website, located at https://www.somersct.gov/documents/Town%20Departments/Public%20Works/bids_rpf/human_services_offices/#wpfb-cat-895. It shall be the responsibility of each bidder to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

5. Measurement and Payment

All work will be paid as provided in the Bid Form for all work, including labor and materials, to complete the services described in this Invitation to Bid. Progress payments will be made monthly. No payments will be made for mobilization or materials.

The Contractor shall be responsible for all measurements and counts needed to provide pricing.

6. Presumption of Bidder Being Fully Informed:

At the time the first bid is opened, each bidder is presumed to have read and is thoroughly familiar with all bidding documents, as well as, all contract documents for this project. Failure or omission of the bidder to receive or examine any documentation or information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

7. Pre-Bid Conference:

A NON-MANDATORY Pre-Bid Site Visit will begin at the site at 604 Main Street, Somers, CT 06071 on **Wednesday, January 18, 2023, at 10:00 AM local time.** Attendance is not mandatory. Any bid submitted by an entity that did not attend the Pre-Bid Conference will be opened.

8. Interpretation of Acceptable Work:

The specifications, bidding and contract documents are to be interpreted as acceptable to the Town of Somers. The Town will issue any substantive changes or interpretations in writing as an addendum.

9. Tax Exemptions:

The bidder shall be aware that the Town of Somers is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax-exempt forms will be provided to the successful bidder(s) as part of the contract award process.

10. Insurance Requirements:

The bidder awarded this bid must provide a current Certificate of Insurance to the Chief Financial Officer prior to the commencement of work, with the following:

- a) Liability limits for bodily injury and personal injury, \$1,000,000 per occurrence.
- b) Liability limits for property damage, including that caused by motor vehicles, \$1,000,000.
- c) Contractual liability, \$1,000,000 per occurrence.
- d) Owner's protective liability, \$1,000,000 and property damage, \$1,000,000 per occurrence.
- e) Workers Compensation, as required by Connecticut State Statutes.
- f) The "Town of Somers" is to appear as an additional insured on all Certificates of Insurance.
- g) All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
- h) All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to Chief Financial Officer, Town of Somers 600 Main Street, Somers, Connecticut 06071.

11. Awarding the Bid:

The Town reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, and to waive formalities and informalities in the bidding process. The Town, at its discretion, will award the bid to the lowest responsible bidder. That bidder is the person or firm qualified and competent to do the work, whose past performance is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein.

The Town reserves the right to award this bid to more than one bidder if determined to best suit the needs of the Town. Alternates will be awarded if deemed to be in the best interest of the Town. Alternates are independent, and neither one or both may be awarded.

12. Rejection and/or Cancellation of Bids:

The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids if such action is deemed to be in the best interest of the Town.

13. W-9 Form

The successful bidder must provide the Town of SOMERS with a completed W-9 Form prior to commencing work.

14. Fair Employment Practices:

The Bidders agree not to discriminate against any employee or applicant for employment in the performance of this bid's work with respect to hiring, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin or other conditions prescribed by the State of Connecticut or Federal law.

15. Term of Contract:

The Town requires all Work to be completed within seventy-five (75) days of notice to Proceed.

END OF STANDARD INSTRUCTIONS TO BIDDERS

BID FORM SCOPE OF WORK

PIEDMONT HALL PROJECT

DESCRIPTION

The work consists of furnishing all supervision, labor, tools, equipment, and materials necessary to perform all operations in connection with the Construction of new office spaces in the lower level of Piedmont Hall. This lower level is approximately 44' x 34' in gross area.

SPECIFICATION

- a. Removal of the existing two (2) restroom walls, ceilings, and fixtures,
 - b. Replacement of the four (4) existing exterior double hung windows with new double hung replacement windows,
 - c. Replacement of the existing entry door, with a new commercial 3'0" x 6"8" entry door with sidelights and Corbin Russwin hardware,
 - d. Construction of walls for five (5) office spaces and two (2) accessible restrooms, with commercial solid wood doors and Corbin Russwin hardware,
 - e. Installation of an accessible toilet and sink in two (2) restrooms with grab bars as per ADA,
 - f. Installation of drywall on all walls. Installation to include taping, compounding, and sanding all finishes smooth,
 - g. Painting of walls with one coat of primer and one coat of semi-gloss finish,
 - h. Painting doors and trim with one coat of primer and one coat of semi-gloss finish.
- Proposals shall NOT include, electrical, communication, or flooring work. Others will perform this work.

BID FORM

Pursuant to and in compliance with the "Invitation to Bid" and Standard Instructions to Bidders relating thereto, the undersigned, having visited the sites and carefully examined all Bidding Documents and complete General Specifications together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids, hereby offers and agrees as follows:

A Lump Sum Bid of: _____

In submitting this BID, the BIDDER acknowledges that:

1. Each bid price includes all labor, materials, equipment, transportation, hauling, disposal, overhead, fees and insurances, profit, and all other costs to cover the finished work. No additional payment of any kind in the form of a surcharge will be made for work accomplished under the bid prices, as bid.
2. The OWNER has made no representation or warranty that the estimated quantities used for comparison of BIDS will even approximate the actual quantities required to satisfactorily complete the WORK required under this CONTRACT.
3. Upon receipt of written notice of acceptance of this BID by the OWNER, the BIDDER shall execute the CONTRACT attached to these documents within ten (10) calendar days and other documents as required in these documents.
4. In regard to all conditions affecting the WORK to be done and the labor and materials to be furnished, this BID is based solely on the BIDDER'S investigations and findings. Neither the OWNER nor its officers, employees or agents shall be held responsible for the accuracy of, or bound by any information contained in these Contract Documents.

Submitted By:

Company *Phone* *Email*

Street *City* *Zip*

Authorized Signature:

Signature *Printed Name*

REFERENCES

Please list three references of State or Municipal work performed within the last 3 years.

Reference #1 Name

Street

City State Zip Code

_____ TELEPHONE _____
Contact (Please Print)

Reference #2 Name

Street

City State Zip Code

_____ TELEPHONE _____
Contact (Please Print)

Reference #3 Name

Street

City State Zip Code

_____ TELEPHONE _____
Contact (Please Print)