**Scope of Work for Building Repairs/ Improvements at Porter CLA**

**Location**: 181 Porter Street, Watertown, CT 06795

**Contact Information for Site Visit**:

Site – Phone – 860.945.6526

James Gagne, Program Director – Cell Phone – 860.681.4896; email:  jgagne@keystonehumanservices.org

Dan Mathieu, Service Director – Cell Phone – 860.681.4899; email: dmathieu@keystonehumanservices.org

**Contact Information Regarding Proposal**:

Mike Hershey, Senior Property Manager - Cell Phone -717.856.3520; email: mhershey@keystonehumanservices.org

**Summary**:

This project consists of bathroom renovation.

Drawing #1 – existing dimensions

Drawing #2 – new scope of work

**General Description of work to be performed**:

**DEMO:**

* + - 1. Remove all existing ceramic tile and drywall from walls
			2. Remove existing shower unit & fixtures
			3. Remove existing shower rod (save to re use)
			4. Remove toilet & grab bar (save to reuse)
			5. Remove wall urinal (save to reuse)
			6. Remove existing sink (save to reuse)
			7. Remove medicine cabinet (save to reuse)
			8. Remove all existing ceramic tile flooring down to sub floor
			9. Remove & reinstall electrical outlet by sink
			10. Remove door trim on both doors
			11. Remove wood chair rail

**NEW CONSTRUCTION:**

1. Replace any damaged sub-floor
2. Re-use existing floor drain locations using the Schluter Kerdi drain
3. Install new ceramic tile shower area 5”-0” x 3’-4”
4. Install new tile flooring in shower area using the Schluter Kerdi drain and shower system
5. Install ½ “ cement board on walls in shower area
6. Install and finish M.R. drywall on walls outside the shower are
7. Install Moen 3867 4 function hand shower with hand slid bar in new shower
8. Install blocking for grab bars to match existing grab bar locations
9. May need to add ½” plywood on top of sub floor before installing ½” cement board on floor outside the shower are to bring up to the Schluter System height
10. Install waterproof membrane recommended by Schluter **where all time is to be installed** on floor and walls by their standards
11. Install 12’ x 12’ ceramic tile on walls and floors except 2” x 2” tile in shower base area, wall tile in shower area to go from floor to ceiling, 4’-0” wainscot on walls outside the shower area and to be capped with bull nose ceramic tile (color selected by owner)
12. Install one row of 12” x 12” tile for base inside closet caped with bull nose tile
13. Install new door trim
14. Install 6” x/- oak threshold tapered to batch hallway and new bathroom floor at entrance door, stain and seal
15. Re-install existing medicine cabinet
16. Re-install existing toilet
17. Re-install existing urinal
18. Install 2 – 30” and 1 4’-0” grab bars to match existing locations in shower
19. Install new toilet paper holder
20. Install shower rod
21. Re-install existing floor vent
22. Paint walls and ceilings (color selection by owner)

Information on Schluter System @ [www.schluter.com](http://www.schluter.com)

Contractor to verify all scope details before starting work

Because of the different specs provided by various communities, the actual project must meet Watertown, CT town building codes and specs.

Contractor shall be responsible for securing all necessary permits before starting work.

All building materials will be removed from site after completion of work

**Color Choices/Materials:**

Contractor to provide sample selections - color selection by owner

**Bid breakdown:**

Breakdown for labor and materials

Bids need to include material/initial deposit, mid-point deposit, and completion deposit (except for 10% hold back until Certificate of Occupancy issued and Key Human Services, Inc. approvals completion)

**Timing:**

*Proposals Due:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at 270 Farmington Avenue, Suite 220, Farmington, CT, at noon or by e-mail to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@keystonehumanservices.org by noon.

*Tentative Vendor awarded:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by phone call and e-mail. (Subject to State of Connecticut approval)

*As soon as state approval:* Contract signed and deposits paid, between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*To be completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Insurance requirement to be submitted with the proposal:**

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:
	1. Bodily Injury and Property Damage - $1,000,000/Occurrence
	2. Products/Completed Operations Aggregate Bodily Injury and Property
3. Damage – $1,000,000
	1. Commercial General Liability (1986 Form)
	2. Products & Completed Operations
4. Workers' Compensation as required by the State of Connecticut
5. Name the Key Human Services, Inc. as Additional Insured
6. 30 Days Notice of Cancellation
7. 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. Please provide a copy.

**Proposal should include the following:**

1. Bids as detailed above
2. Insurance certificate as detailed above
3. Current Connecticut Contractors License
4. Three references with phone numbers
5. Written commitment to sign the sample contract and all attachments upon award and approval by the State of Connecticut

Please submit the above four (5) items to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Human Services, Inc.

270 Farmington Avenue, Suite 220, Farmington, CT 06032

 or email: gdamato@keystonehumanservices.org

**Upon award, the sample contract available at bidder conference must be completed, signed and returned.**

**Award is contingent on State of Connecticut approval.**