

WESTPORT PUBLIC SCHOOLS
110 Myrtle Avenue
Westport, Connecticut 06880

Telephone: (203) 341-1271
FAX: (203) 341-1277

Elliott Landon
Superintendent of Schools

Nancy Harris
Assistant Superintendent for Business

Robert Woosley
Director of Facilities

SPECIFICATIONS and BID FORMS

FOR

**DOOR HARDWARE
BEDFORD MIDDLE SCHOOL**

BID # 13-014-BOE

DUE ON OR BEFORE WEDNESDAY, FEBRUARY 27, 2013 AT 10:15 A.M

Assistant Superintendent for Business' Office
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

Sealed Bids for "DOOR HARDWARE" will be received by the Assistant Superintendent for Business, or his/her designee, for the Westport Public Schools of the Town of Westport, Connecticut, until WEDNESDAY, FEBRUARY 27, 2013 at 10:15 a.m. at which time said Bids shall be publicly opened. Each Bid shall be clearly marked: "BID # 13-014-BOE – DOOR HARDWARE – BEDFORD MIDDLE SCHOOL".

Questions regarding the bid specifications should be directed to Robert Woosley, Director of Facilities, at 203-341-1271.

Bid results will be posted as soon as they become available on Westport Public Schools website at: <http://www.westport.k12.ct.us>

**WESTPORT BOARD OF EDUCATION
110 MYRTLE AVENUE
WESTPORT, CT 06880
203 341-1002
SPECIFICATION COVER SHEET
DOOR HARDWARE – BEDFORD MIDDLE SCHOOL
BID # 13-014-BOE**

The Westport Board of Education reserves the right to reject any and all bids, or separate parts thereof, requested herein before. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a bidder fails to so identify a proposed substitution, it will be assumed that he is bidding on the exact item requested.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON BID DEADLINES AND REQUIREMENTS:

NAME OF BID: DOOR HARDWARE – BEDFORD MIDDLE SCHOOL
TYPE OF BID: Scaled Bid
BID CLOSURE DATE: Received Until: **DATE:** WEDNESDAY, FEBRUARY 27, 2013 **TIME:** 10:15 a.m.

LOCATION TO FORWARD BIDS:	Nancy J. Harris, Assistant Superintendent for Business Westport Board of Education 110 Myrtle Avenue Westport, CT 06880
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BID SECURITY: Bid Security Required _____ % Bid Security *Not* Required x

PREVAILING WAGE: Required _____ *Not* Required x

FORMS TO COMPLETE BID: Submit two copies of the Bid Specification Sheets
Identify Name of Bid on Envelope: DOOR HARDWARE – BEDFORD MIDDLE SCHOOL - BID # 13-014-BOE

LENGTH OF TIME PRICES WILL BE HONORED: _____

TYPED NAME AND TITLE: _____

COMPANY: _____

ADDRESS: _____ **TOWN:** _____

STATE: _____ **ZIP:** _____ **TELEPHONE NUMBER:** _____

FAX NUMBER: _____

Please return two copies of this Specification Cover sheet when submitting your bid. Thank you for bidding

CONDITIONS FOR BIDDING

1. The Board of Education reserves the right to reject any bid if it is deemed to be in the best interests of the Town of Westport, Connecticut, Westport Board of Education and its students.
2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being bid. In addition, the Board of Education reserves the right to award this bid as a package in conjunction with other bids for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a bid shall be conclusive evidence that the bidder has satisfied himself as to the requirements of the bid specifications and any controlling conditions which may exist.
4. Bidders may not withdraw their bid for a period of 120 days from the date of bid opening. The Board of Education and the bidder may mutually agree to extend the time limit.
5. In determining the ranking of responsible bidders, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the bidder, the sufficiency of the financial resources of the bidder and the reputation of the bidder for ability, integrity, judgment and performance, as well as the ability of the bidder to provide future service/supplies/equipment.
6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.
7. All bid prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your bid.

Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.
8. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are bid, a bid received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the bid package by the bidder along with other bid documents in order to receive

preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding bidding procedure.

9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the bid specification sheets. To have alternates considered, complete specifications and submit catalogues describing the product must accompany the bid. The Westport Board of Education reserves the right to request equipment samples on specific items.
10. **SUBSTITUTIONS:** Indicate on the Specification Sheet substitutions identified by name or catalogue number and the net difference in cost to the Westport Board of Education. Listed substitutions will be considered for approval only after the award of contract; the Board reserves the right to require the originally specified material or equipment at the price submitted by the bidder in his bid, notwithstanding the fact that the bidder may have based a price for a specific item on a proposed substitution. In this regard, the determination shall be made in good faith, on the basis of the quality and type of the article listed. Any benefit in price reduction due to a substitution shall accrue to the Board.
11. **FORM AND STYLE OF BID:** All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink.
12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official bid or quotation specification sheets. All such warranties shall inure to the benefit of the Board.
13. See attached Specification Cover Sheet to be used.

NOTE: By bidding on this contract the vendor agrees that any or all past clients may be contacted by the Westport School System. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

BID FORM (1 of 3 pages)

A. **BID: #13-014 -BOE**
**WESTPORT PUBLIC SCHOOLS
DOOR HARDWARE
BEDFORD MIDDLE SCHOOL**

B. **BIDS DUE: WEDNESDAY, FEBRUARY 27, 2013 prior to 10:15 A.M.**

C. **BIDS TO BE DELIVERED PRIOR TO BID DEADLINE TO:**

Assistant Superintendent for Business
Westport Public Schools
110 Myrtle Avenue, 3rd Floor
Westport, CT 06880

D. **BIDDER COMPANY NAME & ADDRESS:**

E. **BIDDER TELEPHONE:** _____ - _____ - _____

F. **BIDDER FACSIMILE (FAX):** _____ - _____ - _____

G. **EMAIL:** _____

G. **BIDDER REPRESENTED BY:**

Print Name

Title

H. **LOCATION:** **BEDFORD MIDDLE SCHOOL
88 NORTH AVENUE
WESTPORT, CT 06880**

WESTPORT PUBLIC SCHOOLS
BID FORM (2 of 3 pages)

I. BASE BID: The undersigned, attesting to be a duly authorized representative of the Bidder, Having familiarized himself/herself with the existing conditions of the site affecting the cost of the work, and with all Specifications and Drawings contained herein, hereby proposes to furnish all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, and services required to perform and satisfactorily complete the work specified, in accordance with said Specifications; included all addenda issued prior to opening of Bids; for the lump sum of:

<u>QUANTITY</u>	<u>DOOR HARDWARE</u>	<u>TOTAL PRICE</u>
18	Von Duprin #3347A-L X360L Trim X US28 Panic Device with Cylinders Not Keyed Alike	\$ _____

J. OVERHEAD AND PROFIT

The undersigned agrees that the total percentages to cover overhead and profit to be added to the net cost for any additional work authorized as cost plus or on a lump sum basis, shall be:

For work by his/her own forces: _____ percent.

For Subcontract work required as part of such additional work: _____ percent.

The undersigned agrees that for subcontracted additional work he/she will require that the total percentages to cover overhead and profit added by his subcontractors will not exceed the percentages stated above.

K. ATTACHMENTS (not required)

In accordance with the Specifications this Bid is accompanied by a bid security in an amount not less than fifteen percent (15%) of the Bid in the form of a certified check, cashier's check or AIA document A310 Bid Bond, payable to the Town of Westport.

In accordance with the Specifications this Bid is accompanied by a completely filled-in and properly executed copy of AIA Document A305, Contractor's Qualification Statement.

**WESTPORT PUBLIC SCHOOLS
BID FORM (3 of 3 pages)**

L. SIGNATURE OF BIDDER

Signature

Printed Name

Address

Dated this _____ day of _____, 2013

ADVERTISEMENT

**WESTPORT PUBLIC SCHOOL
ROBERT WOOSLEY
DIRECTOR OF FACILITIES**

TO: All Interested Bidders
FROM: Robert Woosley
DATE: February 13, 2013
SUBJECT: SPECIFICATIONS AND BID FORM
DOOR HARDWARE – BEDFORD MIDDLE SCHOOL
(BID #13-014-BOE)

Sealed bids will be received by the Assistant Superintendent for Business for the Westport Public Schools of the Town of Westport, Connecticut, 110 Myrtle Avenue, Westport, CT on or before **WEDNESDAY, FEBRUARY 27, 2013 at 10:15 a.m. for DOOR HARDWARE – BEDFORD MIDDLE SCHOOL** as described herein. All bids envelopes shall be marked "BID 13-014-BOE - DOOR HARDWARE – BEDFORD MIDDLE SCHOOL."

Bid packages are available in the District Maintenance Office, 1 Canal Street, Westport, CT starting Wednesday, February 13, 2013 between the hours of 8:30 a.m. and 3:00 p.m. If you prefer, you may download a copy of the bid from our website: <http://www.westport.k12.ct.us>

RW:jlr