

**WESTPORT BOARD OF EDUCATION  
110 MYRTLE AVENUE  
WESTPORT, CT 06880  
203 341-1002**

**SPECIFICATION COVER SHEET  
BID #14-013-BOE  
PURCHASE OF DOOR LOCKS AND CLOSERS**

**VENDOR MUST ENCLOSE TWO COPIES OF THIS SPECIFICATION COVER SHEET and TWO COPIES OF THE BID SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS BID**

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: PURCHASE OF DOOR LOCKS AND CLOSERS**

**TYPE OF BID: Sealed Bid QUOTATION #: \_\_\_\_\_**

**BID CLOSURE DATE: Received Until: DATE: February 11, 2014 TIME: 10:00 A.M.  
A MANDATORY WALK THROUGH WILL BE CONDUCTED ON JANUARY 31, 2014 AT 3:00 PM AT STAPLES HIGH SCHOOL, 70 NORTH AVE., WESTPORT, CT IN THE MAIN OFFICE.**

**LOCATION TO FORWARD BIDS: Elio Longo, Jr., Director of School Business Operations  
Westport Board of Education  
110 Myrtle Avenue, Room 300  
Westport, CT 06880**

**BID SECURITY: Bid Security Required 5% Bid Security *Not* Required \_\_\_\_\_**

**PREVAILING WAGE: Required XXXX Not Required \_\_\_\_\_**

**FORMS TO COMPLETE BID: Submit two copies of the Bid Specification Sheets  
Identify Name of Bid on Envelope:  
PURCHASE OF DOOR LOCKS AND CLOSERS – BID #14-013-BOE**

**LENGTH OF TIME PRICES WILL BE HONORED: MUST BE 120 DAYS  
STATE ESTIMATED DELIVERY DATE: \_\_\_\_\_  
STATE ESTIMATED COMPLETION DATE: \_\_\_\_\_**

I have read and understand the bidding requirement of this bid specification included for my review herein:

\_\_\_\_\_  
*Signature of Company Representative* *Date*

**TYPED NAME AND TITLE: \_\_\_\_\_**

**COMPANY: \_\_\_\_\_**

**ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_**

**TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_**

**EMAIL ADDRESS: (Please print clearly or attach business card): \_\_\_\_\_**

**WESTPORT BOARD OF EDUCATION  
Elio Longo, Jr.  
Office of Director of School Business Operations  
110 MYRTLE AVENUE  
Westport, CT 06880  
203 341-1002**

**INVITATION TO BID  
BID #14-013-BOE  
PURCHASE OF DOOR LOCKS AND CLOSERS**

Notice is hereby given that sealed bids on the following will be received at the Office of the Director of School Business Operations until:

**February 11, 2014 10:00 A.M.**

at which time they will be publicly opened and read aloud:

**BID #14-013-BOE  
PURCHASE OF DOOR LOCKS AND CLOSERS**

**[A MANDATORY WALK THROUGH WILL BE CONDUCTED ON JANUARY 31, 2014 AT 3:00 PM AT STAPLES HIGH SCHOOL, 70 NORTH AVE., WESTPORT, CT IN THE MAIN OFFICE.](#)**

Specifications, if not attached, may be obtained at the office of the:

**Elio Longo, Jr.  
Director of School Business Operations**

The Board of Education reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of Westport.

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

**BID SPECIFICATIONS**  
**PURCHASE OF DOOR LOCKS AND CLOSERS**  
**BID #14-013-BOE**

Due on or before **February 11, 2014, 10:00 A.M.** at the office of

**Elio Longo, Jr.**  
**Director of School Business Operations**  
**Westport Board of Education**  
**110 MYRTLE AVENUE, Room 300**  
**Westport, CT 06880**

Sealed bids will be received by the office of Director of School Business Operations of the Westport Board of Education of the Town of Westport, Connecticut until 10:00 A.M. on February 11, 2014. Each bid should be clearly marked (example) "**BID #14-013-BOE – PURCHASE OF DOOR LOCKS AND CLOSERS**". Specifications, instructions and bid forms may be obtained at the above address. Faxed copies of the bid will not be accepted.

**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: See Specifications**
- The Westport Board of Education reserves the right to request equipment samples on specific items.
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 and must be completely legible..
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. **INSURANCE REQUIREMENTS (if applicable):** The successful vendor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the vendor's obligation under the Contract, whether such obligation is the vendor's or a subcontractor or any person or entity directly or indirectly employed by the successful vendor or anyone for whose acts said vendor may be liable.
14. **Workers Compensation (if applicable):**  
Vendor shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000.
15. **Commercial General Liability Insurance (if applicable):**  
Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Coverage will continue three years after the completion of the work.
- The policy shall name the Westport Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).

- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

16. **Commercial Automobile Insurance (if applicable):**

Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

17. **Umbrella Liability Insurance (if applicable):**

Vendor shall provide an umbrella or excess liability policy in excess (without restriction or limitation) of those limits and coverages described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

18. **QUESTIONS:** For questions regarding the bidding procedure, contact Elio Longo, Jr., Director of School Business Operations, at (203) 341-1001. **For questions regarding the purchase OF DOOR LOCKS AND CLOSERS, contact Robert Woosley at 203-341-1271.**

**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.

## DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free workplace.

***As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Print Name:*** \_\_\_\_\_

***Company:*** \_\_\_\_\_

**Appendix A  
INSURANCE PROCEDURE  
Westport Public Schools  
Westport, CT**

**PLEASE NOTE:**

**RETURN THIS COMPLETED FORM WITH YOUR BID (if applicable). FAILURE TO DO SO MAY RESULT IN YOUR BID BEING REJECTED.**

Please take the insurance requirements of the BID to your agent/broker immediately upon receipt of the BID documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in BID. Any BID's that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

**STATEMENT OF VENDOR:**

**I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.**

**If I am awarded this BID, I or my insurance agent shall submit all of the required insurance documentation to Westport Public Schools Business Office within ten (10) days after the date of the award of the BID.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Vendor Name

**BID #14-013-BOE**  
**PURCHASE OF DOOR LOCKS AND CLOSERS**  
**SPECIFICATIONS**

VENDOR MUST ENCLOSE TWO COPIES OF THE SPECIFICATION COVER SHEET and TWO COPIES OF THESE BID SPECIFICATIONS PRICING SHEETS WHEN RESPONDING TO THIS BID.

Pricing required for all costs associated with furnishing and installing Storage Room Function Locks and Door Closers on classrooms, offices, conference rooms and other doors as specified. All pricing must be provided on a per lock basis, per closer basis and total cost basis. All work to be started after school is out in June 2014.

This contract will be awarded to the responsive and responsible bidder offering the highest quality and lowest cost.

All bid prices should - (1) be complete and include all necessary equipment and supervision, (2) be for on-site service, no travel time will be allowed, (3) bid prices will include delivery, F.O.B. destination, without extra compensation.

Full support to be provided by the vendor and a minimum (3) three year warranty on all parts.

**Bidder must submit at least (3) three current references where similar work was performed by the bidder.**

Contractor is responsible for disposing of all obsolete or damaged equipments replaced by them under this contract.

All work in the building that disturbs paint must be carried out in full compliance with the requirements of the U.S. Environmental Protection Agency's "Renovation, Repair, and Painting" regulations. This includes, but is not limited to: (1) oversight by a contractor registered with the EPA, (2) use of properly trained workers and supervisors, (3) use of lead-safe work practices, and where appropriate, (4) surface wipe testing at completion.

Whenever lead paint is disturbed during the project, lead-safe work practices, as defined by the U.S. Environmental Protection Agency, will be employed.

Type of Locks and Door Closers:

- 1) Lockset: Schlage ND96PD  
 Lockset: Finish - 626 Satin Chromium Plated or 612 Satin Bronze  
 Lever Design: Rhodes
- 2) Wrap around: Don-Jo 4-2-CW  
 Wrap around finish: 630S
- 3) Door Closers - automatic door closers-type-LCN 4040XP heavy duty-universal fit

**Additional Specifications:**

- A. No Substitutions Allowed on Locksets
- B. Must Match Existing Key System
- C. Use existing cylinders where possible
- D. Bidder Must Provide a Submittal for Approval in Standard DHI Format
- E. Substitutions Allowed on Door Closers Due to Variance in Construction

**PRICING SHEET**

1) Lockset-Finish-Design: Schlage ND96PD/626 Satin Chromium Plated/Rhodes

a) Schools - Classroom, Office, Conference and Storage Rooms:

<b>Bedford Middle School</b>	<b>115 lock sets</b>
<b>Coleytown Middle School</b>	<b>219 lock sets</b>
<b>Coleytown Elementary</b>	<b>86 lock sets</b>
<b>King's Highway Elementary</b>	<b>120 lock sets</b>
<b>Long Lots Elementary</b>	<b>193 lock sets</b>
<b>Saugatuck Elementary</b>	<b>106 lock sets</b>
<b>Staples High</b>	<b>488 lock sets</b>

b) Cost Per Lock Set \_\_\_\_\_

c) Lump Sum Total Cost \_\_\_\_\_

2) Lockset-Finish-Design: Schlage ND96PD/612 Satin Bronze/Rhodes

a) School-Classroom, Office, Conference and Storage Rooms:

<b>Green's farm Elementary</b>	<b>98 lock sets</b>
--------------------------------	---------------------

b) Cost Per Lock Set \_\_\_\_\_

c) Lump Sum Cost for Green's Farm Elementary \_\_\_\_\_

TOTAL NUMBER OF LOCK SETS EQUALS 1,425

3) Wrap around door reinforcer - Finish: Don-Jo 4-2-CW/630S

a) School-Classroom, Office, Conference, and Storage Rooms

<b>Staples High School</b>	<b>184 wrap around</b>
----------------------------	------------------------

b) Cost Per Door \_\_\_\_\_

c) Lump Sum Cost for Staples High School \_\_\_\_\_

4) Door Closers- automatic door closer type will be determined at mandatory pre-bid meeting.

a) School-Classroom, Office, Conference, and Storage rooms

<b>Coleytown Elementary</b>	<b>50 closers</b>
<b>Green's Farm Elementary</b>	<b>39 closers</b>
<b>King's Highway Elementary</b>	<b>43 closers</b>
<b>Long Lots Elementary</b>	<b>37 closers</b>
<b>Saugatuck Elementary</b>	<b>51 closers</b>
<b>Bedford Middle School</b>	<b>43 closers</b>
<b>Coleytown Middle School</b>	<b>58 closers</b>
<b>Staples High</b>	<b>90 closers</b>

b) Cost per door closer \$ \_\_\_\_\_

c) Lump Sum Total Cost \$ \_\_\_\_\_

5) Additional hardware per unit cost price for additional keys and cylinders as requested/required

a) Price for Additional Key \_\_\_\_\_

b) Price Per Cylinder \_\_\_\_\_

I have read and understand the bidding requirements of this bid specification included for my review :

\_\_\_\_\_

Signature of Company Representative

Date

**TYPED NAME AND TITLE**

\_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **TOWN:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_