

University of Connecticut
Putnam Refectory Renovations
2358 Alumni Drive, Storrs, CT 06269
May 19, 2015

PART ONE - INSTRUCTIONS TO BIDDERS

A. COMPLETE THE FOLLOWING FOR SUBMISSION OF YOUR BID - (all items below must be submitted for a responsive bid)

1. **Form of Proposal** – Form of Proposal, filled out, signed by a representative empowered to execute contracts, and notarized indicating overall bid value and certifying your bid.
2. **Subcontract and Exhibits** – The Subcontract form in its entirety, inclusive of the following exhibits is part of the bid submission, all pages are to be filled out in their entirety and initialed:
 - a. Subcontract – Subcontract Form
 - b. Exhibit A – Insurance
 - c. Exhibit B – Scope of Work
 - d. Exhibit C – EEO Letter
 - e. Exhibit D – Contract Documents
 - f. Exhibit E – Contract Modifications
 - g. Exhibit F – Union Agreement
 - h. Exhibit G – Pricing Schedule
 - i. Exhibit H – Alternates
 - j. Exhibit I – Unit Prices
 - k. Exhibit J – Labor Rates
 - l. Exhibit K – Miscellaneous Bid Data
 - m. Exhibit L – Equipment Rate Schedule
 - n. Exhibit M – S/MBE Program
 - o. Exhibit N – University of Connecticut Subcontract Form
 - p. Exhibit O – Alcohol/ Drug Policy
 - q. Exhibit P – Project Milestone Schedule
3. **Bid Bond** – See Item “E” of the Instructions to Bidders for more information.
4. **CT DAS Certification Update** – For bids over \$500,000 a DAS Certification Update **must** be submitted with the bid.
5. **CT DAS Certification** – For second tier subcontractors over \$500,000 a DAS Certificate must be submitted with the prime contractor’s bid.
6. **Man-Power Loaded Schedule** - See Item “I” of the Instructions to Bidders for more information.

B. PRIORITY OF DOCUMENTS

1. In the event that any conflicts or discrepancies occur or exist between any of the Bid Documents, the more stringent (more costly) requirement will be carried in this scope and bid price.
2. The bidder shall notify the Construction Manager in writing by **5:00PM on May 22, 2015** if he finds discrepancies in or omissions from the drawings and/or specifications, or if (s)he has doubt as to their meaning. If explanation is necessary, a reply will be made by an addendum and issued to all bidders. No oral statement shall change the requirements of the specifications or drawings unless confirmed in writing. Should the bidder fail to follow this procedure, the decision of The Whiting-Turner Contracting Company as to the interpretation of the ambiguity, discrepancy or error, will be final.

PART ONE - INSTRUCTIONS TO BIDDERS

C. BID SCHEDULE:

1. Requests for Information: Due in writing no later than **Friday, May 22, 2015 at 2:00PM**. RFIs should be directed via e-mail to Jackie Quesada, e-mail: jackie.quesada@whiting-turner.com
2. Bid Submission: **Friday, May 29, 2015 at 11:00AM**
Bids shall be sealed and labeled as follows:

CONFIDENTIAL BID ENCLOSED
University of Connecticut – Putnam Refectory Renovations
UConn Project #901820
Attn: Mr. Todd Werner
Unit #:XXXXXX
Bid Date: **May 29, 2015**
Bid Time: **11:00 AM**
From: XXXXXXXXXXX

Bids shall be delivered via overnight mail, U.S. Mail or Hand Delivery to:
The Whiting-Turner Contracting Company
2 Enterprise Drive, Suite 504
Shelton, CT 06484
Attn: Todd Werner, Project Manager

Whiting-Turner, at the advice of UConn, reserves the right to reject any and all bids but to waive minor irregularities in the bids.

D. BID OPENING:

Each Bid will be kept sealed until opened publicly on the bid date identified in item “L” of the Instructions to Bidders. The bid opening will occur at 2:15PM following the bid due date/time at the Scinto Auditorium located at 3 Corporate Drive, Shelton CT 06484 (located in the office park at Whiting-Turner’s Shelton Office). Proposals must be complete and without qualifications. Whiting-Turner and the Owner will review each bid for approval and award to the responsible subcontractor submitting the lowest bid in compliance with the bid requirements and procedures.

E. BONDS:

1. Each Subcontractor proposal in excess of \$50,000 must be submitted with a 10% Bid Bond (utilizing the form included in Part Three of the CAH). S/MBE Subcontractors may provide a letter of credit or certified check in accordance with Connecticut State Statutes if a Bid Bond cannot be provided.
2. Each Subcontractor with a bid value in excess of \$100,000 must provide a 100% Payment and Performance Bonds with award of Subcontract, utilizing the forms in Part Twelve of the Construction Administration Handbook.
3. The Subcontractor is to itemize separately on the Bid Proposal Form, the cost of providing 100% Payment and Performance Bonds for this contract. This cost is to be included in the Base Bid.

F. WAGES:

All labor on this project is to utilize prevailing wages as identified in Part Sixteen of the Construction Administration Handbook.

PART ONE - INSTRUCTIONS TO BIDDERS

G. EXCLUSIONS:

This bid proposal shall not have any exclusions unless previously approved by The Whiting-Turner Contracting Company.

Submission of a proposal constitutes acceptance of the terms of the Subcontract Form included in the bidding documents, without any change or alteration of such Subcontract. Any proposed change to the Subcontract Form submitted with the proposal shall be deemed to be an unacceptable qualification and make the proposal non-responsive. Non-responsive proposals may be subject to rejection, at the sole discretion of Whiting-Turner.

H. ADDENDA:

The Construction Manager, during the bidding period, may advise the bidders by addenda of additions, omissions or alternates in the Contract Documents. All such changes shall be included in the work covered by the proposal and shall become a part of the Contract Documents as if originally included therein. Bidders are to acknowledge receipt of all addenda issued, on the submitted proposal.

I. SCHEDULE:

1. **With the bid**, Contractors of the **(03B- Polished Topping Slab)** shall provide a **manpower-loaded** Project Schedule showing sequencing of the work demonstrating explicitly how overall schedule dates in the Project Milestone Schedule (Exhibit P) will be met. At a minimum, schedule must include: #of workers, total man-hours, with clear weekly breakdown. The schedule must identify the shift work required on a daily basis. Note the Project Milestone schedule accounts for Phase 1 as a 6 day work week (Monday – Saturday); Phase 2 as a 5 day work week; Phase 3 as a 7 day work week. Bidder must advise within the bid schedule submission if additional days/shifts are required to maintain the schedule. The contractor bid schedule will be an important indicator of bidders understanding of the project, and as such will be a very important tool in the evaluation and award of the work. It is each subcontractor's requirement to adjust manpower and coordinate with all other trades as required to complete activities within the durations on the milestone schedule (See Form of Proposal and Subcontract for further requirements of schedule during the project).

To be clear, bids will be evaluated in conjunction with the man-power loaded schedule. Whiting-Turner reserves the right to disqualify bidders based on failure to provide a complete and accurate schedule.

2. Contractors shall provide a manpower-loaded Project Schedule showing sequencing of the work and demonstrating how overall schedule dates in the Project Milestone Schedule (Exhibit P) will be met **within 5 calendar days of award of contract**. The schedule must meet the requirements listed above and is a pre-requisite to submission of any application for payment.

J. SAFETY:

Contractor shall provide **within 10 calendar days of award of contract**, a safety outline specific for this project detailing how work will be performed while ensuring the safety of both the work force and the building components. Emphasis should be placed on temporary protection of work areas and of the occupants.

K. TAXES:

The University of Connecticut is tax exempt pursuant to Connecticut General Statutes Section 12-412(1)(A). The Subcontractor is responsible for reviewing the current regulations of the Department of Revenue Services. The tax on materials or supplies exempted by such regulation shall not be included as part of the price. A sales tax certificate can be found in Part Five of the Construction Administration Handbook.

PART ONE - INSTRUCTIONS TO BIDDERS

L. ALTERNATES:

1. Requested Alternates (see Exhibit "G" of Bid Proposal Form for listing of alternates) that must be submitted on the Bid Proposal Form.
2. Voluntary Deduct Alternates (Exhibit "G" of Bid Proposal Form) may be submitted by the bidder in an effort to provide an economical similar quality alternative to the specified products, means or methods.
3. Base bid **must not include** Alternate Pricing.
4. Bids will be evaluated on best overall value which may include the alternate pricing.