

Margaret Gilbert

Buyer

860-679-1988

Telephone Number

mgilbert@uchc.edu

E-mail Address

860-284-5873

Fax Number

UNIVERSITY OF CONNECTICUT HEALTH CENTER
Procurement Operations & Contracts
263 Farmington Avenue, MC4036
Farmington, CT 06032-4036

ITB NUMBER: UCHC4-68104848	BID DUE DATE: December 7, 2015	BID DUE TIME: 2:00 PM EST	ITB SURETY: 10% Bid Bond with Response
ITB TITLE: Project 16-001 Office Space Renovation – 16 Munson Road - Sponsored Programs			

IMPORTANT: ** Payment terms are net 45 days after receipt of invoice. Any deviation may result in rejection of your submitted price schedule. State of Connecticut is exempt from paying Federal Excise and CT Taxes per Connecticut General Statutes § 12-412 as amended. ** By completing the price schedule the Supplier agrees that it complies with all applicable UConn Health policies and procedures, federal, state, and local laws and regulations, including but not limited to Sections 10a-151a and 10a-151b, 4a-60 and 4a-60a of the Connecticut General Statutes as amended.

Item No.	Description of commodity, equipment, and/or service	Qty.	Unit of Measure	Unit Price	Total Price
	<p>Project Name: Sponsored Programs Office Renovation Project #: 16-001</p> <p>Project Description: UConn Health plans to renovate existing office space on the second floor of 16 Munson Road to create new office space for the Department of Sponsored Programs.</p> <p>Pre-Bid Walkthrough A Mandatory Prebid walkthrough will be held on Thursday, November 19, 2015 at 10:00 A.M. – Contractors are to meet in the lobby of the 16 Munson Road building. Please adhere to all parking requirements as directed.</p> <p>The Specifications and the Drawings will be available for contractors the day of the walk through. Please email your intent to attend this walk through so adequate copies can be made prior to this date.</p> <p style="text-align: center;"><u>BID NOTES:</u></p> <ol style="list-style-type: none"> All questions regarding this ITB must be submitted in writing by Monday, November 30, 2015 by 4:00 PM. No verbal questions will be accepted. All questions submitted verbally by Bidders at the Pre-Bid walk through shall also be 				
		<p>BID PRICING MUST BE ENTERED IN THE PRICING FIELDS OF THE BID FORM.</p> <p>SUBDIVISION OF CONTRACT PRICE AND SCHEDULE OF VALUES MUST ALSO BE COMPLETED.</p> <p>PLEASE INDICATE N/A FOR THOSE DIVISIONS OF WORK NOT APPLICABLE.</p> <p>Contractors shall submit their proposed schedules as part of their bid.</p>			

	<p>submitted in writing to Procurement Operations following the Pre-Bid Conference. No information communicated verbally shall be effective unless confirmed by written addendum issued by the UCHC Procurement Department.</p> <p>3. Bidders may not contact anyone other than the buyer listed on this ITB for any information or questions regarding this ITB. Violation of this requirement may result in disqualification of the bidder.</p> <p>4. Responses must conform to all requirements contained within the ITB checklist at the start of the bid package. As well as the standard submission requirements listed on the checklist, the following forms must also be completed and submitted with your bid. The Bid Form is included with this ITB and in the plans and specifications. All other applicable forms are located in the project specifications.</p> <ul style="list-style-type: none"> • The Bid Form document which includes the pricing information, unit pricing, subdivision of contract price, schedule of values and contractors' certification. • A 10% Bid Bond is required with the bid submittal. Failure to provide will result in rejection of the response. <p>5. Bidders shall provide UCHC with one (1) clearly marked original and one (1) exact, legible copy of their response in clearly identified sealed envelopes or sealed boxes by the stated due date/time.</p> <p>6. Proposers must review their response to ensure all required signatures are evident. UCHC will not accept unsigned responses. Late bids will not be accepted.</p> <p>7. Awarded Contractors who perform services on site must provide a Certificate of Insurance prior to performing the work. The UCHC should be shown as Additional Insured in the "Description of Operations" section. The "Certificate Holder" should be "UConn Health Center, 263 Farmington Avenue, Farmington, CT 06032." All bidders must agree to carry sufficient worker's compensation and liability insurance in a company licensed to do business in Connecticut and to furnish certificates of insurance should award be made to said bidder for the contract of this construction.</p> <p>8. All bidders must agree and warrant that in the performance of this contract, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, sexual orientation or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such</p>				
--	---	--	--	--	--

	<p>disability prevents performance of the work involved in any manner, prohibited by the laws of the United States or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities (CHRO) with such information requested by the Commission concerning the employment practices and procedures of the Contractor as they relate to the provisions of this section.</p> <p>9. Enforcement of Affirmative Action plan requirements of Public Works contractors: The Commission on Human Rights and Opportunities (CHRO) will rigorously enforce the Regulations concerning Contract Compliance, 46a-68j-21 through 46a-68j-43, in particular, sections 26, 27 and 28, regarding affirmative action obligations of Public Works contractors. These sections require contractors who are successful bidders on Public Works contracts of <u>\$50,000</u> or more to submit to, and have approved by the CHRO, an affirmative action plan prior to the award of any such contract as required by CT General Statutes as amended by Section 8 of Public Act 99-75. UCHC shall withhold two percent (2%) of the total Contract Price per month from any payment made to such Contractor until such time as the Contractor has developed an Affirmative Action Plan, and received the approval of the Commission.</p> <p>10. Pursuant to CT General Statute 4a-60g:</p> <ul style="list-style-type: none"> a) Twenty-five percent of the total contract value shall be contracted through State of Connecticut Certified Small Businesses. Note: If award winner is a State of Connecticut Certified Small Business, the contractor is exempt from this requirement (Item No. 2 applies). b) Six and a quarter percent of the total contract value shall be contracted through State of Connecticut Certified Minority and Woman-Owned Business. <p>11. State of Connecticut Prevailing Wage rates apply when the total cost of all work to be performed by all contractors and subcontractors in connection with remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project equals or exceeds One Hundred Thousand Dollars (\$100,000.00) and new construction equals or exceeds Four Hundred Thousand Dollars (\$400,000.00). If required, the wages paid on an hourly basis to any mechanic, laborer, or workman employed on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund shall be a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed.</p> <ul style="list-style-type: none"> a) Each contractor who is awarded a contract on or after October 15, 2002 shall be subject to provisions of the Connecticut General Statutes, Section 31-53 as amended by Public Act 02-69, "An Act Concerning 				
--	---	--	--	--	--

	<p>Annual Adjustments to Prevailing Wages.” Wage rates will be posted each July 1st on the Connecticut Department of Labor website: www.ctdol.state.ct.us. It will be the successful contractor’s responsibility to monitor wage rates issued by the Connecticut Department of Labor and ensure that non-supervisory employees are paid the most current wage and benefit rate. Such prevailing wage adjustments will not be considered a basis for an annual contract amendment.</p> <p>b) It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's Web Site. The annual adjustments will be posted on the Department of Labor Web page: http://www.ct.gov/dol. For those without Internet access, please contact the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at (860) 263-6543.</p> <p>c) A copy of the current Prevailing Wage rates will be issued as an addendum to this ITB.</p> <p>d) The bidder shall submit with their proposal a completed, notarized Wage Certification form. This form will be included in the Prevailing Wage addendum and is also available on the Department of Labor’s webpage.</p> <p>e) Pursuant to State of Connecticut General Statutes 31-53 and 31-57F, the awarded bidder shall submit a certified payroll record, utilizing the form furnished within the ITB addendum. This form is also available on the Department of Labor’s webpage. The certified payroll shall be submitted on a monthly basis with a Statement of Compliance to UCHC.</p> <p>12. If the Contractor or any of its subcontractors is a non-resident contractor, the Contractor and/or subcontractor shall comply with the requirements of Connecticut General Statutes Section 12-430(7) (“the statute”), to the extent applicable. If the Contractor is a verified contractor as defined in the statute, the Contractor shall provide to the Owner written verification of that status from the State Commissioner of Revenue Services. If the Contractor is an unverified contractor as defined in the statute, the Contractor shall provide to the Owner proof that the Contractor has posted with the Commissioner of Revenue Services a surety bond in an amount equal to five percent (5%) of the contract price and which is otherwise in compliance with the requirements of the statute.</p> <p>13. A 100% Performance Bond and a 100% Labor and Material Bond shall be furnished by the bidder awarded the contract, and shall be in an amount of 100% of the contract price. Bidder</p>				
--	--	--	--	--	--

<p>awarded the contract shall have ten (10) days After Receipt of Order to submit bonds to the Director of Campus Planning.</p> <p>14. Upon request, the bidder shall submit information including but not limited to, company financial status; list of completed projects for the current year beginning in January, and two (2) previous years; references from each completed project including owner name and phone number; and all other informational requests. Failure to provide such information shall lead to rejection of bid.</p> <p>15. No changes to these specifications are to be acknowledged without the written authority of the UCHC Procurement Operations and Contracts Department.</p>				
--	--	--	--	--

CONTACT INFORMATION:

Please use the name and address indicated on page 1 of this form for ALL correspondence with the University of Connecticut Health Center concerning this ITB.

NOTE:

Upon notification of the lowest qualified Supplier, the Supplier may be required to successfully execute a contract in accordance with UConn Health and the State of CT contracting laws and regulations.

SPECIFY DELIVERY:

AFTER RECEIPT OF ORDER (ARO)

PAYMENT TERMS:

CASH DISCOUNT ____ % ____ # OF DAYS (NET 45 DAYS)

SUPPLIER NAME:

STREET ADDRESS INCLUDING CITY, STATE AND ZIP CODE:

CONTACT PERSON NAME & TITLE:

PHONE:

FAX:

EMAIL:

NAME OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE ABOVE NAMED SUPPLIER:

SIGNATURE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE ABOVE NAMED SUPPLIER:

DATE SIGNED:

*****Attach additional pages if needed*****

PROJECT NAME: _____ 16-001 _____

PROJECT NUMBER: _____ SPONSORED PROGRAM SERVICES MOVE TO MUNSON RD _____

PROPOSAL OF:

BIDDER'S NAME

BIDDER'S ADDRESS

DATE: _____

16. In accordance with Connecticut General Statutes Sections 10a-109a through 10a-109y and pursuant to, and in compliance with your Invitation to Bid, the Notice and Instructions to Bidders, the Form of Contract, including the conditions thereto, the form of required bond, I (we) propose to furnish the labor and/or materials installed as required for the project named and numbered on the BID FORM of this proposal to the extent of the Proposal submitted herein, furnishing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Contract including specifications and/or drawings together with all addenda issued and received prior to the scheduled closing time for the receipt of the bids, and in conformity with requirements of the University of Connecticut and any laws or departmental regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said BID FORM, hereof.

2. The Lump Sum Base Bid by me (us) on the BID FORM includes all work indicated on the drawings and/or described in the specifications, except:

16. Work covered by Alternates as may be listed on the BID FORM.

B. Contingent work covered by Unit Prices as may be listed on the BID FORM.

C. Work covered by Options as may be listed on the BID FORM.

3. This proposal is submitted subject to and in compliance with the foregoing and following conditions and/or information.

16. AWARD: All proposals shall be subject to the provisions and requirements of the Bid Documents and for purpose of award, consideration shall be given only to proposals submitted by qualified and responsible bidders.

B. COMMENCEMENT AND COMPLETION OF WORK: Contractor shall commence and complete the work in accordance with the requirements of the Contract Documents.

C. If the Contractor fails to complete the work within the time required by the Contract Documents, the University shall have the right to assess liquidated damages as provided in Paragraph 9.11 of the General Conditions.

D. AVAILABILITY OF FUNDS:

The funding for this project is contingent upon the continued availability of funds. Funds will be released based on project phases.

E. CONTRACTORS INSURANCE REQUIRED:

16. The limits of liability and coverages shall be those set forth in Article 11 of the General Conditions.

F. STATEMENT OF BIDDERS' QUALIFICATIONS AND INTENTION OF OBJECTIVE CRITERIA:

16. Each Project estimated to be \$500,000 and greater, Bidders shall be required to complete and submit qualification forms to obtain "Pre-qualified Status" prior to submission of Bids. Contractors not obtaining "Pre-qualified Status" shall not be allowed to submit a Bid on said projects.

2. For Projects estimated to be less than \$500,000 the Bidder shall complete and submit with this BID FORM the Contractor's Qualification Statement in support of its Qualifications to perform the Work of this project, and to demonstrate its compliance with the University's Objective Criteria regarding Qualifications.

G. FEDERAL & STATE WAGE DETERMINATIONS AND PRICING CONSIDERATION:

16 Each contractor who is awarded a contract on or after October 1, 2002 shall be subject to provisions of the Connecticut General Statutes, Section 31-53 as amended by Public Act 02-69, "An Act Concerning Annual Adjustments to Prevailing Wages".

2 In determining bid price, consideration should be given to Section 31-53 of the General Statutes of Connecticut as amended by Public Act 02-69, "An Act Concerning Annual Adjustments to Prevailing Wages". Such prevailing wage adjustment will not be considered a basis for an annual contract adjustment.

3 The State of Connecticut Labor Department Wage Schedule where required, shall be provided with these documents, typically as part of the University of Connecticut Health Center Purchasing Department issued documents, or will be incorporated in the Contract Documents as an Addendum. At the time of bidding, the bidder agrees to accept the current prevailing wage scale, as well as any annual adjustment to the prevailing wage scale, as provided by the Connecticut Department of Labor. Wage Rates will be posted each July 1st on

the Department of Labor website: www.ctdol.state.ct.us. Such prevailing wage adjustment will not be considered a basis for an annual contract amendment.

4. I (We), the undersigned, hereby declare that I am (we are) the only person(s) interested in the proposal and that it is without any connection with any other person making any bid for the same work. No person acting for, or employed by, the State of Connecticut is directly interested in this proposal, or in any contract which may be made under it, or in expected profits to arise there from. This proposal is made without directly or indirectly influencing or attempting to influence any other person or corporation to bid or refrain from bidding or to influence the amount of the bid of any other person or corporation. This proposal is made in good faith without collusion or connection with any other person bidding for the same work and this proposal is made with distinct reference and relation to the plans and specifications prepared for this Contract. I (We) further declare that in regard to the conditions affecting the work to be done and the labor and materials needed, this proposal is based solely on my (our) investigation and research and not in reliance upon any representations of any employee, officer or agent of the State.
5. Each class of work set forth in a separate Section of the Specifications and designated as a subtrade in Item 2A of the proposal pages shall be the matter of a subcontract made in accordance with the procedures set forth in the Bid and Contract Documents.
6. The undersigned agrees that, if selected as General Contractor, he shall, within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the University of Connecticut, execute a contract in accordance with the terms of this general bid.
7. The undersigned agrees and warrants that he has made good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials under such contract and shall provide the Commission on Human Rights and Opportunities with such information as is requested by the Commission concerning his employment practices and procedures as they relate to the provisions of the Connecticut General Statutes governing contract requirements.
8. The undersigned agrees that if notice of acceptance of Bid is delivered to him within 120 calendar days from the date of bid opening, he will promptly execute a contract for the above stated compensation.

BID FORM CONTINUED ON NEXT PAGE

The undersigned proposes to furnish all labor and material required for:

**SPONSORED PROGRAM SERVICES MOVE TO MUNSON RD
16-001**

in accordance with the accompanying Drawings and Specifications prepared by

**University of Connecticut Health Center
Department of Campus Planning, Design and Construction**

for the Contract Price specified below subject to additions and deductions according to the terms of the Contract Documents dated October 26, 2015.

A. ADDENDA:

This bid includes Addenda numbered: _____ Dated _____
_____ Dated _____
_____ Dated _____
_____ Dated _____

B. ALLOWANCES: not used

C. PROPOSED BASE CONTRACT PRICE:

_____ \$ _____
Written Figures

D. SCHEDULE OF ALTERNATES: not used

E. SCHEDULE OF UNIT PRICES: not used

F. SCHEDULE OF OPTIONS: not used

G. SUBDIVISION OF CONTRACT PRICE:

The subdivision of the proposed Contract Price is as follows:

ITEM 1A Subcontractors and prices for the following trades must be listed (if such prices exceed \$25,000.00). However, the general bidder may list himself together with his price if he customarily performs any of the trades specified. If the general contractor requires a performance and/or labor & material payment bond then the general contractor must indicate below which of the subcontractors are subject to this requirement. The amount (%) shall not exceed the subcontractor's price listed below.

DESCRIPTION	NAME OF SUBCONTRACTOR	DOLLAR AMOUNT	LABOR & MATERIAL BOND	PERFORMANCE BOND
MASONRY				
ELECTRICAL				
MECHANICAL WITHOUT HVAC				
HVAC				

The undersigned agrees that each of the subcontractors listed on this BID FORM will be used for the work indicated at the amount stated, unless a substitution is permitted by the University of Connecticut Health Center. Such permission shall only be granted for “good cause” as defined by Connecticut General Statute Section 4B-95(C).

ITEM 1B SCHEDULE OF VALUES:

The undersigned agrees that the Schedule of Values submitted with this Bid is a true representation of the distribution of the costs of this project and **equals the Proposed Base Contract Price shown above**. The Schedule of Values is an integral part of this proposal. Please indicate N/A for those divisions of work not applicable.

*Refer to ITEM 1A above for stipulations pertaining to those Divisions of Work requiring listing of subcontractors and pricing.

SCHEDULE OF VALUES

Division 1, General Requirements _____

Division 2, Site Construction _____

Division 3, Concrete _____

*Division 4, Masonry _____

Division 5, Metals _____

Division 6, Wood & Plastic _____

Division 7, Thermal and Moisture Protection _____

Division 8, Doors & Windows _____

Division 9, Finishes _____

Division 10, Specialties _____

Division 11, Equipment _____

Division 12, Furnishings _____

Division 13, Special Construction _____

Division 14, Conveying Systems _____

*Division 15, Mechanical, without HVAC _____

*Division 15, Mechanical, HVAC _____

*Division 16, Electrical _____

TOTAL OF PROPOSED BASE CONTRACT PRICE _____

H. CONTRACTORS CERTIFICATION

We certify that we are familiar with the contents of the Contract Documents for this project and that we have examined the site and accept the conditions under which the work will be done.

NOTE: All proposals must be signed by a duly authorized representative of the firm. NO FACSIMILE SIGNATURE PERMITTED.

If this proposal is being submitted by a Joint Venture, each Joint Venture shall sign the Proposal, and each Joint Venture agrees to be bound by the terms and conditions thereof.

Signed the _____ day of _____ 20____.

Project Number: _____

(TO BE FILLED IN AND SIGNED BY THE BIDDER)

Firm Name: _____

Street: _____

City/State/Zip Code: _____

Telephone: _____

Fax Number: _____

Duly Authorized Signature: _____

Name / Title _____

(TO BE FILLED IN AND SIGNED BY JOINT VENTURE IF APPLICABLE)

Firm Name: _____

Street: _____

City/State/Zip Code: _____

Telephone: _____

Fax Number: _____

Duly Authorized Signature: _____

Name / Title _____

Duly Authorized Signature: _____

Name / Title _____

END OF SECTION