

## INVITATION TO BID

**PROJECT:** East Windsor Middle School - Auditorium and Cafeteria Air-Conditioning Project  
BVH Project No.: 21-18-030  
38 Main Street  
Broadbrook, CT 06016

**OWNER:** Town of East Windsor  
11 Rye Street  
Broadbrook, CT 06016

**ENGINEER:** BVH Integrated Services, P.C.  
Alan Aldag [AlanA@bvhis.com](mailto:AlanA@bvhis.com) 860-286-9171  
Nicholas Chiasson [NicholasC@bvhis.com](mailto:NicholasC@bvhis.com) 860-286-9171

**OWNER REPRESENTATIVE:**  
Leonard J. Norton, PE  
Director of Public Works / Town Engineer

**BID DATE / TIME:** Wednesday, May 23, 2018 at 11:00 a.m.

**BID SUMMARY:**

- A. Contractors are invited to submit sealed bids for the above Project, to Leonard J. Norton, PE, Director of Public Works/Town Engineer, Town of East Windsor, 6 Woolam Road, East Windsor, CT 06088, on or before May 23, 2018, at 11:00 a.m., prevailing time, following which bids will be privately opened.
- B. A lump sum bid for this Project is requested.
- C. The bids for all Contractors being considered for award may not be modified, withdrawn, or concealed by such Contractors, for a period of not less than forty-five (45) days after the time designated for receipt of bids, which shall be the period in which the Owner shall reserve to consider and award any contract(s).
- D. The Owner reserves the right in its sole discretion to reject any and all bids and to waive irregularities in any bid which it deems in its best interest.
- E. A non-mandatory site pre-bid walk-through shall take place on May 8, 2018, at 10:00 a.m.
- F. Bids to comply completely with the following documents:  
Invitation to Bid  
Bid Form  
Drawings:

ME-001	Mech & Elec. General Notes, Abbreviations, and Symbol List
ME-101	Mechanical and Electrical Plans

## Specifications:

000300	Bid Form
001116	Invitation to Bid
011000	Summary
012300	Alternates
012500	Substitution Procedures
012600	Contract Modification Procedures
012900	Payment Procedures
013100	Project Management and Coordination
013200	Construction Progress Documentation
013300	Submittal Procedures
014000	Quality Requirements
014200	References
016000	Product Requirements
017300	Execution
017700	Closeout Procedures
017823	Operation and Maintenance Data
017839	Project Record Documents
017900	Demonstration and Training
230010	General Conditions for Heating, Ventilating, and Air Conditioning
230517	Sleeves and Sleeve Seals for HVAC Piping
230518	Escutcheons for HVAC Piping
230529	Hangers and Supports for HVAC Piping and Equipment
232300	Refrigerant Piping
238126	Split-System Air-Conditioners

- G. Emailed or faxed bids will not be accepted. All bids shall be addressed as follows:

Town of East Windsor  
 East Windsor Middle School - Auditorium and Cafeteria Air-Conditioning Project  
 6 Woolam Road  
 East Windsor, CT 06088  
 Attention: Leonard J. Norton, PE

- H. All technical questions related to this Project during the bidding phase must be referred in writing to BVH. Questions (bid RFI's) must be received 5:00 PM, May 10, 2018.

- I. Insurance Requirements:

Worker's Compensation:  
 Statutory

General Liability – Bodily Injury & Property Damage:  
 \$1,000,000 Each Occurrence  
 \$1,000,000 Aggregate

Automobile Liability:  
 \$1,000,000 Each Occurrence  
 \$1,000,000 Aggregate

Hold Harmless Coverage:  
\$1,000,000 Each Occurrence  
\$1,000,000 Aggregate

A revised Certificate of Insurance shall name the following as additional insured prior to the commencement of work: Town of East Windsor.

- J. SUBMITTALS prior to the commencement of the work:
1. Certificate of Insurance (naming Town of East Windsor as additional insured)
  2. Performance and Labor & Materials Payment Bond
  3. Copies of the required Building Permits
  4. Construction Schedule
  5. Schedule of Values
  6. Material Safety Data Sheets
  7. List of Subcontractors
  8. Manufacturer's Catalog Cuts or literature shall be submitted for approval before work can commence for all products to be incorporated into the work
- K. Bid Bond in the amount of 10% of the total bid price shall be required. Such a Bond shall be executed on AIA Document A310 – Bid Bond and shall be submitted with the bid.
- L. Performance and Labor and Materials Payment Bonds in the amount of 100% of the contract price shall be required. Such Bonds shall be executed on AIA Document A311 – Performance Bond and Labor and Materials Payment Bonds, and shall be submitted after bidder has been notified of intent to award contract, but prior to Owner endorsing contract.

END OF SECTION 001116

04/16/2018