

INVITATION TO BIDDERS

Town of Suffield, Connecticut Suffield Middle School Partial Roof Replacement – Phase V April 1, 2014

You are invited to submit a sealed bid for furnishing labor and materials to remove and replace a section of roofing at the Suffield Middle School located at 350 Mountain Road, Suffield, Connecticut. The bids will be received at the office of the Department of Public Works, 230C Mountain Rd., Suffield, CT. until **10 AM on Thursday, April 24, 2014**. Proposals transmitted by facsimile will not be accepted. All proposals must be in a sealed envelope. Each envelope is to be marked on the front with the name of the bidder.

The bid package for the Suffield Middle School roof project will be available on Wednesday, April 2, 2014 from New England Blue Print Paper Co. Inc., 302 Locust Street, Springfield, MA, 01108, and Phone: (413)737-3556. The plans can also be viewed and downloaded at www.nebplans.com, selecting the “All Public Jobs” tab and choosing the “Suffield Middle School Roof Project”.

There is a mandatory pre-bid site visit scheduled for **10:30 am on Tuesday, April 8, 2014** at the Suffield Middle School. Requests for information must be received by **4:00 pm on Tuesday, April 15, 2014**. The written requests should include the project name Suffield Middle School Partial Roof Replacement – Phase V and be sent to:

Silver Petrucelli
ATTN: John Ireland
3190 Whitney Avenue Bldg 2
Hamden, Connecticut 06518
Phone: 203-230-9007
Fax: 203-230-8247

Sealed bids will be received in the Department of Public Works, 230C Mountain Road, Suffield, CT until **10 a.m. on Thursday, April 24, 2014**, at which time they will be publicly opened and read aloud. Bids transmitted by facsimile will not be accepted. All bids received must be in a sealed envelope. Each envelope is to be marked on the front with the bid number and bidder’s name.

The bid results will be reviewed by the Permanent Building Committee for the final decision. Interviews with the most qualified RFP design/build contractor may be required. The Town of Suffield reserves the right to waive any informality or to reject any or all bids when such action is deemed in the best interest of the Town.

Any questions should be directed to Julie Oakes at (860) 668-3280 or John Cloonan at (860) 668-3890.

Non-Discrimination in Employment; Bidders on this work will be required to comply with the President’s Executive Order No. 11246.

INFORMATION FOR BIDDERS

1. TAX EXEMPTION – Purchase of materials for this project are exempt from Connecticut sales tax.
2. BID BOND- A bid bond in the sum of 10% of the total amount of the RFP price shall be submitted with each RFP, which bid bond shall guarantee that upon award of the project, the successful bidder shall execute a contract for the project and also shall provide performance and payment bonds in the penal sum of 100% of the contract amount, in a form mandated by the Town.
3. MANDATORY PRE-BID INSPECTION – A mandatory pre-bid inspection will be held on **Tuesday, April 8, 2014 at 10:30 am** at Suffield Middle School, 350 Mountain Road, Suffield. Each bidder shall satisfy himself as to the nature and location of the work, the general and local conditions and all other matters which can in any way affect the work or the cost of successfully performing the work.
4. QUALIFICATION OF BIDDERS- The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall provide the Town with any information requested for this purpose. The Town reserves the right to reject any bid if the investigation of such bidder indicates that the bidder is not qualified to complete the project or has previously failed to properly perform or complete on time any contract.
5. RIGHT TO REJECT BID- The Town reserves the right to reject any or all bids. Any bid which contains any omissions, alterations of form, additions or alternates not called for, erasures or corrections, or any irregularities may be disregarded or rejected as improper except that the Town may waive any defects or irregularities. **Any proposals that are submitted or received after the scheduled closing time for receipt of proposals will be rejected.**
6. ACCEPTANCE AND AWARD OF CONTRACT- Acceptance of the proposal will be by notice in writing signed by the Public Works Director and mailed to the address designated in the bid form.
7. INSURANCE- The Town will not enter into Agreement with the Contractor for any work under this project until required insurance as detailed under SPECIAL CONDITIONS has been obtained and the Town has received certificates of insurance, nor shall the Contractor permit any subcontractors to commence work until similar insurance has been obtained and the Town has received certificates of insurance. All policies shall hold harmless the Town of Suffield and the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon (30) days notice to the Town.

8. FAILURE TO EXECUTE CONTRACT- If the successful bidder fails to execute the contract within twenty (20) days after the mailing of the Notice of Award of the Contract, then the Contractor shall be deemed to have refused to enter into the contract and to have waived all claims to the work. The Town shall then have the right to contract with the next acceptable bidder to perform the work under this contract.
9. WAGE RATES- Prevailing Wage Rates are in effect for this project.
10. ADDITIONAL INFORMATION AND SCOPE OF WORK –
 - A. The scope of work includes the removal and replacement of approximately 11,480 sq. ft. of membrane roof.
 - B. The State of Connecticut project number is TMP-139-HJJJ.
 - C. The project will commence on or after July 1, 2014.
 - D. The time for completion of this project is August 30, 2014.