

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2017-14	Premium IPE Wood Decking	September 9, 2016 at 11:00 A.M.

The Town of Glastonbury is currently seeking bids to purchase Premium IPE wood decking.

Bid Forms may be obtained from the Town's website at www.glastonbury-ct.gov or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033, (second level).

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interests of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone
Purchasing Agent

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1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, The Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The basis for the award will be the lowest total price received for the product(s) ordered, including any delivery charges, from a qualified Bidder that is able to provide the product(s) within the specified time frame.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. The envelope enclosing your bid should be clearly marked by bid number, time of bid, opening and date.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, under lined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each Bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the Bidder.
10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town form ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.

11. **THIS ITEM WAIVED:** A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.
12. The Bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the Bidder. An Affirmative Action Statement will be required by the successful Bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations., Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & Proposals Icon** which will bring you to the links for the Code of Ethics and the Acknowledgement Form. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal.
16. **Non Resident Contractors (IF APPLICABLE)**

Upon award the Town is required to report names of nonresidents (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more.** The contractor will be required to promptly furnish to the Town a copy of the Form AU-968 – Certificate of Compliance issued by the State of Connecticut, DRS. See State of Connecticut Notice SN 2012 (2).

17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
19. Technical questions regarding this bid shall be made in writing and directed to Raymond E. Purtell, Director of Parks & Recreation ray.purtell@glastonbury-ct.gov. Questions regarding the bidding procedures shall be directed to Mary Visone, Purchasing Agent at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda as applicable will be posted on the Town's website at www.glastonbury-ct.gov. (Upon entering the website scroll down to click on Bids & Proposals Icon, then scroll down page to see the active bid table. You must click the Bid Title to view all bid details and document links). The request must be received at least three (3) days prior to the advertised response deadline. **It is the responsibility of the bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**
20. The Bidder shall submit, with the bid proposal, the following documentation:
 - Manufacturer's product data, acclimation instructions and installation instructions.
 - Sample product warranty.
 - Sheet disclosing all past and pending mediation, arbitration and litigation within last 5 years (refer to Section 17).
 - Sample chain of custody documents from the manufacturer certifying that the premium quality high density Mataverde (or IBAMA/SEMA) hardwood lumber or approved equal complies with chain-of-custody requirements, including the provisions of the Lacey Act, demonstrating that the tropical hardwood products are being obtained from reputable sources using Sustained Yield Forestry Practices with government oversight.

IMPORTANT:

- Failure to comply with general rules may result in disqualification of the Bidder.
- Municipal projects are exempt from Federal Excise Taxes, as well as, State of Connecticut Sales, Use and Service Taxes and should not be included in the Bidder's proposal.

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes
 - 1. Premium IPE wood decking

1.2 SUBMITTALS

- A. Manufacturer's Product Data, Acclimation Instructions, and Installation Instructions: for each type of product.
- B. Sample: Submit representative samples of actual material 6-8" long labeled with manufacturer, species and origin.
- C. Wood Certification: Submit chain-of-custody certificates signed by manufacturer certifying that the premium quality high density hardwood lumber materials comply with Mataverde (or IBAMA/SEMA) chain-of-custody requirements including compliance with Lacey Act provisions, demonstrating that all tropical hardwood products are obtained from reputable sources using Sustained Yield Forestry Practices with government oversight.
- D. Copy of product warranty.

1.3 QUALITY ASSURANCE

- A. Manufacturer: Minimum 5 years' experience producing similar products.
- B. Regulatory Requirements: Comply with requirements of authorities having jurisdiction and applicable codes at the location of the product.
- C. Product must be supplied by an authorized seller of the specified product.

1.4 DELIVERY AND HANDLING

- A. Deliver and handle materials in accordance with the manufacturer's recommendations.
- B. Product delivery will be to The Glastonbury Riverfront Park, 232 Welles Street, Glastonbury, CT 06033. Deliveries can be accepted between 7:00 a.m. and 3:30 p.m.

1.5 WARRANTY

- A. Provide manufacturer's standard 25 year warranty for hardwood materials against insect damage and decay/rot.

PART 2 – PRODUCTS

2.1 WOOD DECKING:

A. Mataverde Premium Hardwood Decking or approved equal, as specified herein.

1. Species: Ipe, Tebebuia spp.(Lapachogroup)
2. Size: 5/4 x 4 nominal decking.
3. Kiln-dried to 14 percent moisture content plus or minus 2 percent.
4. Minimum Bending Strength (Fb): 12,900 PSI.
5. Modulus of Elasticity (E): 3,000,000 PSI.
6. Crushing Strength: 13,000 PSI.

2.2 DECKING FINISH: Pre-finished decking using manufacturer’s standard penofin oil finish one coat applied to all four sides, as selected by the Owner’s representatives. Oil finish to be applied under climate controlled conditions at the Bidder’s place of business before delivery.

2.3 QUANTITY:

It is the Town’s intention to purchase premium quality IPE, 5/4 x 4 nominal wood decking as specified in the following amounts.

<u>SIZE</u>	<u>LENGTH</u>	<u>LINEAR FEET</u>	<u>PIECES</u>	<u>COMMENT</u>
5/4 x 4	8’	9,000	1,125	
5/4 x 4	Random	3,000	Varies	Approx. 30% 8’-10’ Approx. 40 % 12’-16’’ Approx. 30% 18’-20’

2.4 TIME FOR DELIVERY: Receipt of the product is a critical path item in the construction sequence. As a result, time is of the essence. The Bidder’s ability to achieve the Town’s delivery requirements is also a factor that will influence award of the bid. Delivery of a complete order, including the factory applied perofin oil finish, shall be no later than October 12, 2016.

INSURANCE

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) **Worker's Compensation Insurance:**

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

2) **Commercial General Liability:**

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

3) **Automobile Insurance:**

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.



TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONBURY * CT

BID / PROPOSAL NO: GL-2017-14 **DATE DUE:** 09-09-16

DATE ADVERTISED: 08-29-16 **TIME DUE:** 11:00 AM

NAME OF PROJECT: Premium IPE Wood Decking

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

It is the responsibility of the Bidder to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it also **THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.**

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

OTHER ITEMS REQUIRED WITH SUBMISSION OF BID PROPOSAL:

The following bid checklist describes items required for inclusion with the above-referenced bid proposal package. It is provided for the convenience of the bidders and, therefore, should not be assumed to be a complete list.

- _____ 1. The Bidder has enclosed the following submittals with the Bid Proposal. Refer to Section 20 Information for Bidders and Section 1.2 of the Detailed Specifications for details:
 - Manufacturer's product data.
 - Sample chain-of-custody documents.
 - Sample product warranty.
- _____ 2. Included Disclosure of all past and pending mediation, arbitration, and litigation cases against the Bidder within the last five (5) years.
- _____ 3. Checked Town web site for Addenda and acknowledged Addenda on page BP-1.
- _____ 4. Acknowledged Code of Ethics on page BP-2.
- _____ 5. Clearly marked envelope with Bid Number, Date, Time of opening, Bidder's Company Name and address.

BID PROPOSAL

<u>Item</u>	<u>Description</u>	<u>Length</u>	<u>Quantity</u>	<u>Pieces</u>	<u>Unit Price</u>	<u>Total</u>
1	5/4 x 4	8'	9,000 l.f.	1,125	_____ l.f.	\$ _____
2	5/4 x 4	Random*	3,000 l.f.	Varies*	_____ l.f.	\$ _____
3.	Delivery charges to Glastonbury, CT					\$ _____
TOTAL BID AMOUNT (1-3):						\$ _____ (Numeric Bid Amount)

 Written Total Bid Amount

*Random lengths comprised of approximately 30% 8'-10' long, 40% 12'-16' long,
 and 30% 18' x 20' long.

- The Bidder certifies that it is able to provide a full order of the specified products (inclusive of the applied decking finish as per Detail Specifications section 2.2) within _____ days of receipt of an order.

CODE OF ETHICS

I/We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes _____ No _____*

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the Bidder has not agreed to the above statement.

Respectfully submitted:

 Type or Print Name of Individual

 Doing Business as (Trade Name)

 Signature of Individual

 Street Address

 Title

 City, State, Zip Code

 Date

 Telephone Number/Fax Number

 E-Mail Address
 (Seal – If bid is by a Corporation)
 Attest

 SS# or TIN#