

TOWN OF GLASTONBURY
GL-2022-07
WELLES TURNER MEMORIAL LIBRARY FF&E
ADDENDUM NO. 1
July 27, 2021

Bid Due Date: 08-09-2021 @ 11:00 A.M.

The attention of bidders submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Bidders shall acknowledge this Addendum on the Bid Form (ATTACHMENT 1).

Question 1: *Regarding the above-captioned bid, would you clarify Page 10 section 2.10: Non-Resident Contractors - Not Applicable? Does this mean that Non-Resident Contractors are not applicable to bid or this line item is non-applicable to the bid?*

Answer: The reference to Non-Resident Contractor is not applicable to this bid since it only applies to contracts valued at \$250,000 or more.

Question 2: *I would like to bid on item EQ.05 (or equal) . According to the drawings it seems like the EQ.05 is to sit on top of a specified item, an FM.04 mobile pedestal. This does not seem not have the size or rigidity to hold the EQ.05. (a CNC Router). Is there a different bench or a fixed bench in place that can be used? Or is my reading of the drawing incorrect? This is in the room called "The Vault" on the first floor. Thank you.*

Answer: There is a 24" deep counter at the cited location. FM.04 mobile files are located below the counter.

Note: This addendum consists of 19 pages including the above text.

The following documents are included in this addendum:

- Revised Bid Form (Attachment 1) to include Categories E and F
- Revised Schedule C to include Categories E and F
- Additional Specifications - PS.01 and EC.02

REVISED ATTACHMENT 1
BID FORM (Incl. Bid Form Schedules A – C)
(Total Pages: 16)

Project: Town of Glastonbury
Welles Turner Library FF&E
2407 Main Street, Glastonbury, CT 06033
GL-2022-07

Submitted to: Town of Glastonbury
Attention: Mary F. Visone, Purchasing Agent
All bids shall be submitted electronically through the
secure e-procurement portal identified in the Bidding Documents

Bidder: _____ (Co. Name)
_____ (Address)

_____ (Authorized Individual)
_____ (Title)
_____ (Tel. No.)
_____ (Email Address)

Dated: _____, 2021

In compliance with the Bidding Documents as defined in the Instructions to Bidders issued by the Town of Glastonbury (“the Town”) on **07/19/2021** (the “Bidding Documents”), the undersigned Contractor (the “Bidder”) hereby proposes and agrees to fully perform the work described in the Bidding Documents within the time stated and in strict accordance with the Bidding Documents for the above referenced Project, for the sum(s) of money identified in this Bid Form.

This Bid is submitted on the basis that it may not be withdrawn or modified for **Ninety (90) Days after the Bids for the Project are opened.**

Furthermore, the undersigned Bidder declares the Project Site, the Invitation to Bidders, the Drawings, Specifications, Addenda, and the availability of material and labor has been carefully examined and agrees to furnish and install furniture, fixtures and equipment as specified and scheduled for the Work Category or Work Categories bid, including all supervision, material, labor, tools, apparatus and implements, freight, permits, removal of debris, and cartage. The undersigned Bidder also agrees to complete the work for the Work Category or Work Categories bid in accordance with the Contract Documents within the time limit stated below.

The undersigned Bidder is submitting the “Bid Form” with totals per Work Category bid and the completed, itemized “FF&E Specifications by Category” (See Bid Form Schedule C) with unit prices and extended prices indicated. These prices are to cover all expenses incurred in performing the work for each Work Category required under the Contract Documents, of which this proposal is a part.

The Bid Form and the FF&E Specifications by Work Category must be submitted together. See Item 2.4 of General Information to Bidders regarding substitutions and required submittals.

WORK CATEGORY A – Outdoor and Upholstered Furniture

For the delivery and installation of Work Category A Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for such Work Category the following Lump Sum:

Total Base Bid Amount for Work Category A Dollars (\$) _____)
Numeric Amount

\$ _____)
Written Amount

The undersigned Bidder further agrees to complete the work in accordance with the Contract Documents.

Delivered and installed December 06, 2021 to December 17, 2021

WORK CATEGORY B – Storage and Privacy Pods

For the delivery and installation of Work Category B Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Work Category B Dollars (\$) _____)
Numeric Amount

\$ _____)
Written Amount

The undersigned Bidder further agrees to complete the work in accordance with the Contract Documents.

Delivered and installed December 06, 2021 to December 17, 2021

WORK CATEGORY C – Reupholstery of existing furniture

For the delivery and installation of Work Category C Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Work Category C Dollars (\$) _____)
Numeric Amount

\$ _____)
Written Amount

The undersigned Bidder further agrees to complete the work in accordance with the Contract Documents.

Delivered and installed December 06, 2021 to December 17, 2021

WORK CATEGORY D – Maker Space Equipment

For the delivery and installation of Work Category D Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Work Category D Dollars (\$ _____)
Numeric Amount

\$ _____
Written Amount

The undersigned Bidder further agrees to complete the work in accordance with the Contract Documents.

Delivered and installed December 06, 2021 to December 17, 2021

WORK CATEGORY E – Demco Colorscape

For the delivery and installation of Work Category E Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Work Category E Dollars (\$ _____)
Numeric Amount

\$ _____
Written Amount

The undersigned Bidder further agrees to complete the work in accordance with the Contract Documents.

Delivered and installed December 06, 2021 to December 17, 2021

WORK CATEGORY F – Discovery Table

For the delivery and installation of Work Category F Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services and equipment necessary for the completion of the work for the following Lump Sum:

Total Base Bid Amount for Work Category F Dollars (\$ _____)
Numeric Amount

\$ _____
Written Amount

The undersigned Bidder further agrees to complete the work in accordance with the Contract Documents.

Delivered and installed December 06, 2021 to December 17, 2021

MANDATORY UNIT PRICES

The Bid includes labor, materials and equipment to complete the extent of the work stated in the Contract Documents for the Work Categories bid. The Bidder understands that the Town may adjust the actual quantities by 10%, either more or less than the scheduled quantities. If the actual quantities required by the Town vary from the scheduled quantities in the Contract Documents as applicable to a particular Work Category, the Bidder agrees to adjust the Contract Sum by the unit prices indicated on Bid Form Schedule C.

STORAGE CHARGES

Storage charges, if any, for each Work Category bid are included in the Base Bid Amount for such Work Category for the storage of the specified furniture, fixtures and equipment included in such Work Category until: December 31, 2021

Additional storage charges for furniture, fixtures and equipment stored for all Work Categories bid beyond December 31, 2021 will be:

STORAGE CHARGES Dollars Per Calendar Day Dollars (\$))
Numeric Amount

\$ _____)
Written Amount

DELIVERY DELAYS

For any items not received and installed by the Completion Date, which the Town deems necessary for the use of the Library, the Contractor will be required to loan, at no additional cost to the Town, substitutes, which are acceptable to the Town until such time as the contracted item is delivered.

Bid Price Itemization:

Submitted herewith as Bid Form Schedule A is the Bid Price Itemization which includes an amount for each component of the work for the Work Categories bid as required by and described in the Bidding Documents. The sum of all listed components for each Work Category shall equal the Base Bid Amount for such Work Category. Bidder acknowledges that, should conditions make it necessary to revise the scope of the work for any Work Category, the Bid Price Itemization applicable to such Work Category shall serve as the basis for adjustments to the Base Bid Amount for such Work Category.

Subcontractors:

Submitted herewith as Bid Form Schedule B is a list of the names and addresses of all Subcontractors proposed to be utilized on the Project by Work Category bid.

Receipt of Addenda Acknowledged:

| | Signature |
|----------------------------------|-----------|
| Addendum No. 1 dated _____, 2021 | _____ |
| Addendum No. 2 dated _____, 2021 | _____ |
| Addendum No. 3 dated _____, 2021 | _____ |

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.

Contract Execution:

The Bidder agrees and warrants that, if selected as the Contractor for any Work Category, Bidder shall, within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Town, execute a contract to perform the work for such Work Category in accordance with the Bidding Documents, the terms of this Bid Form and such other terms and conditions as may be mutually agreed by the Town and the Bidder.

Bidder's Representations:

By submission of this Bid Form and its Bid, the Bidder represents and acknowledges that:

1. The Bidder has carefully examined and is familiar with the Bidding Documents and all of the requirements set forth in the Bidding Documents. A Bidder's failure to gain such familiarity with the Bidding Documents shall in no way relieve the Bidder of responsibility for all aspects of its Bid and the obligations set forth in the Bidding Documents.
2. The Bidder understands the requirements of the Bidding Documents and the scope of Work represented by the Bidding Documents to be performed by or on behalf of a Bidder.
3. The Bidder has checked all of the figures set forth in this Bid Form and the Schedules attached hereto and understands that the Town will not be responsible for any errors or omissions on the part of the Bidder in preparing this Bid.
4. The Bidder and appropriate Sub-bidders have visited the Premises, have become familiar with local conditions under which the Work is to be performed, site conditions, logistics and have correlated the Bidder's personal observations with the requirements of the Bidding Documents.

5. The Bidder is familiar with and agrees to comply with all federal, state and local laws, regulations, ordinances, codes and orders as relate to this solicitation and/or the performance of the scope of Work described in the Bidding Documents.
6. The Bidder has reviewed the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 effective November 8, 2013 and, if requested by the Town will submit an acknowledgement form provided by the Town if selected for award of a Contract hereunder.
7. The Base Bid Amount set forth in its Bid Form for a particular Work Category includes all labor, materials, equipment, fixtures, systems, supplies, tools, temporary facilities, transportation, supervision and other services necessary to complete the work for such Work Category as described in the Bidding Documents, inclusive of, without limitation, overhead, profit, general conditions, general requirements and insurance and bond costs, all without exception or qualification.
8. The Bidder has confirmed and incorporated into its Bid and Base Bid Amount for each Work Category bid the proper prevailing wage rate for its industry.
9. In submitting this Bid, it is understood that the right is reserved by the Town to reject any or all Bids and waive all technicalities and informalities in connection therewith, including negotiating with the selected bidder or bidders, all as may be in the best interest of the Town. It is agreed that this Bid may not be withdrawn for a period of ninety (90) days after the actual date the Bids are opened.

The Bidder certifies, under the penalty of false statement, that the information in this Bid Form and its Bid is true, and accurate, that the copy of the Bid Bond submitted with this Bid Form is a true, accurate and unmodified copy of the original bond issued by the Bidder's surety for the Project, and that the Bid was made without fraud or collusion with any person.

The undersigned declares that the person or persons signing this Bid is/are fully authorized to sign on behalf of the Bidder.

Signed this ____ day of _____, 2021

_____ (Name of Bidder)
 By _____ (Signature of individual signing on behalf of Bidder)
 _____ (Print name of individual signing on behalf of Bidder)
 Its _____ (Title of such individual such as President, Member, etc.)

BID FORM SCHEDULE A (part of Attachment 1)

Bid Price Itemization

Bidder's Name and Address: _____

A. Aggregate of Base Bid Amounts for all Work Categories bid: \$ _____

B. Payment & Performance Bond Premiums (Only applicable if aggregate of Base Bid Amounts for all Work Categories bid exceeds \$100,000) \$ _____

Sum of A and B above \$ _____
Numeric Amount

\$ _____
Written Amount

Signed this ____ day of _____, 2021

_____ (Name of Bidder)

By _____ (Signature of individual signing on behalf of Bidder)

_____ (Print name of individual signing on behalf of Bidder)

Its _____ (Title of such individual such as President, Member, etc.)

BID FORM SCHEDULE B (part of Attachment 1)

SUBCONTRACTOR LIST

Bidder's Name and Address: _____

| <u>NAME OF SUBCONTRACTOR</u> <u>SCOPE/CATEGORY</u> | <u>ADDRESS</u> | <u>WORK</u> |
|---|----------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Add Additional Pages as necessary)

Signed this ____ day of _____, 2021

_____ (Name of Bidder)

By _____ (Signature of individual signing on behalf of Bidder)

_____ (Name of individual signing on behalf of Bidder)

Its _____ (Title of such individual such as President, Member, etc.)

REVISED BID FORM SCHEDULE C
FF&E Specifications per Category

Wells-Turner Memorial Library

Glastonbury, CT

FF&E Specifications by Category

General Notes :

Note: This is part of a larger project in which the remaining items will be purchased via State Contract.

Reference Drawings: Furniture Plans F1.01 & F1.02

- 1) FF&E "Specification by Item" provides complete product information and room locations. All images shown are for reference only and may not be precise representations, Vendors shall abide by written specifications. See drawings for locations and configurations as necessary.
- 2.) Vendors are asked to notify Architect of any inconsistencies found in the specifications/drawings and to request clarification.
- 2) Locking files and storage are to be keyed alike by workstation (if there are more than one in a room) or by room. File banks shall each be keyed alike. Provide 3 Master Keys to Owner.
- 3) Provide and install all necessary hardware and fasteners for all storage units, library stacks, office desking and other equipment for safe and secure installation per authorized code jurisdictions and proper function.
- 4) All file cabinets require counter balances except where installed below a shared top or otherwise attached.
- 5) Preinstallation meeting shall be required of all Vendors.
- 6.) Vendor is responsible for verifying measurements in the field as necessary for proper ordering and installation.

ADA & CODE COMPLIANCE NOTES

In order to meet the needs of persons with disabilities, when applicable all items shall comply with the 2016 Connecticut State Building Code including 2009 ICC/ANSI A177.1, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFAS) and 504 Regulations, and Americans with Disabilities Act Title II including Americans with Disabilities Act (ADAAG) and ADA Regulations.

Accessible Knee & Toe Clearance shall be a minimum of: 30"W, 27"H (24"H Child), and 19" Deep.

The "items" shall include, but are not limited to Fixtures, Furnishings, Equipment, and Workstations, (including Built-ins).

Compliance with the 2016 Connecticut Fire Safety Code and current O.S.H.A.-Title 29/Labor is also required *when applicable*.

SECURE ATTACHMENT OF FF&E AND TECHNOLOGY ITEMS

To ensure proper attachment of Fixtures, Furnishings & Equipment items, including any Technology items, where "items" are attached to wall, ceiling, overhead structure, and/or floor, Contractor shall provide information adequate for architect to verify items, attached to wall, ceiling, and/or floor are attached securely and per manufacturer's recommendations. Architect's review may be implemented during submittal process.

Contractor shall provide struts, hangers, fasteners, safety harnesses, channels, bolts, screws, rods, etc. to securely attach items to existing structure as required to meet field conditions and meet applicable codes.

Wells-Turner Memorial Library

Glastonbury, CT

FF&E Specifications by Category

Category: A - OUTDOOR & UPHOLSTERED

Note: Must reference attached "FF&E Specifications by Item" for complete product information.

| Category | Code | Mfg | Model | Description | Qty | Or Equal | Unit Cost | Total Cost |
|----------|-------|----------------------|-----------------------|-------------------------------|-----|----------|-----------|------------|
| A | L.01 | Source International | Scape 5550 | Private Club Chair | 10 | | | |
| A | L.01P | Source International | Scape 5550 | Private Club Chair with power | 4 | | | |
| A | L.11 | Source International | Scape 5550 | Club Chair | 6 | | | |
| A | L.11A | Source International | Scape 5550 | Club Chair | 2 | | | |
| A | O.01 | FOMCORE | Round Ottoman | Round Ottoman 18" dia | 1 | | | |
| A | O.01A | FOMCORE | Crescent Ottoman | Crescent Ottoman 18" dia | 2 | | | |
| A | O.01B | FOMCORE | Crescent Ottoman | Crescent Ottoman 18" dia | 2 | | | |
| A | O.06 | Source | Scape | Square Ottoman | 3 | | | |
| A | O.06P | Source | Scape | Powered Square Ottoman | 1 | | | |
| A | O.11 | FOMCORE | Custom Apple Ottoman | Apple and leaf Ottoman set | 3 | | | |
| A | O.12 | FOMCORE | F013 Half Round Bench | Half Round Bench | 2 | | | |
| A | O.13 | FOMCORE | F009 Bench | Rectangle Bench | 2 | | | |
| A | PF.01 | Florida Seating | Teak Inlay Table | Outdoor Table | 5 | | | |
| A | PF.02 | Florida Seating | AL5602 | Outdoor Chair | 16 | | | |
| A | PF.06 | Beaufurn | P50 | Patio Umbrella | 3 | | | |

Total Cost for Category: A

Wells-Turner Memorial Library

Glastonbury, CT

FF&E Specifications by Category

Category: B - STORAGE AND PRIVACY PODS

Note: Must reference attached "FF&E Specifications by Item" for complete product information.

| Category | Code | Mfg | Model | Description | Qty | Or Equal | Unit Cost | Total Cost |
|----------|-------|----------------|------------------|------------------------------------|-----|----------|-----------|------------|
| B | FM.01 | Great Openings | Trace | Mobile pedestal B/B/F | 3 | | | |
| B | FM.02 | Great Openings | Trace | Mobile Pedestal P/B/F | 1 | | | |
| B | FM.03 | Great Openings | Trace | Mobile pedestal SLIM - Left access | 2 | | | |
| B | FM.04 | Great Openings | Trace | Mobile pedestal B/B/B/B 24d | 3 | | | |
| B | FM.05 | Great Openings | Trace | Mobile pedestal B/B/B/B 30D | 2 | | | |
| B | PC.01 | MooreCo | Single Pod | Privacy Pod | 8 | | | |
| B | PC.02 | MooreCo | Single Pod | Privacy Pod Duo | 2 | | | |
| B | SC2.0 | Great Openings | Trace | Storage Cabinet, 2 high (30) | 1 | | | |
| B | SC5.0 | Great Openings | Trace | Storage Cabinet, 5 high (30) | 1 | | | |
| B | SC5.6 | Great Openings | Trace | Storage Cabinet, 5 high (36) | 1 | | | |
| B | WP.01 | Norva Nivel | Caddy w Workpads | Cushion Caddy | 2 | | | |

Total Cost for Category: B

Wells-Turner Memorial Library

Glastonbury, CT

FF&E Specifications by Category

Category: C - REUPHOLSTERY OF EXISTING

Note: Must reference attached "FF&E Specifications by Item" for complete product information.

| Category | Code | Mfg | Model | Description | Qty | Or Equal | Unit Cost | Total Cost |
|----------|---------|----------|-----------------------|--|-----|----------|-----------|------------|
| C | EX.01Tu | Workroom | Integra Soiree | Reupholstery of Existing Tablet arm lounge | 5 | | | |
| C | EX.01u | Workroom | Integra Soiree | Reupholstery of Existing | 1 | | | |
| C | EX.10 | Workroom | Eames Aluminum Lounge | Reupholstery of existing Eames Chairs | 2 | | | |

Total Cost for Category: C

Wells-Turner Memorial Library
Glastonbury, CT

FF&E Specifications by Category

Category: D - MAKER SPACE

Note: Must reference attached "FF&E Specifications by Item" for complete product information.

| Category | Code | Mfg | Model | Description | Qty | Or Equal | Unit Cost | Total Cost |
|----------|-------|------------|---------------------------|-----------------------|-----|----------|-----------|------------|
| D | EQ.02 | Silhouette | Cameo \$ | Digital cutter bundle | 1 | | | |
| D | EQ.04 | Ultimaker | Ultimaker S3 | 3D printer | 1 | | | |
| D | EQ.05 | Scienci | Longmill Benchtop 12 x 30 | CNC router | 1 | | | |
| D | EQ.06 | Canon | Prograf Pro 1000 | Photo Printer | 1 | | | |
| D | EQ.09 | Singer | 4423 | Sewing Machine | 1 | | | |

Total Cost for Category: D

Wells-Turner Memorial Library
Glastonbury, CT

FF&E Specifications by Category

Category: E - DEMCO COLORSCAPE

Note: Must reference attached "FF&E Specifications by Item" for complete product information.

| Category | Code | Mfg | Model | Description | Qty | Or Equal | Unit Cost | Total Cost |
|----------|-------|-------|-----------------------------|----------------------|-----|----------|-----------|------------|
| E | PS.01 | Demco | ColorScape® Playpod Cube | Playpod reading nook | 1 | | | |

Total Cost for Category: E

Wells-Turner Memorial Library
Glastonbury, CT

FF&E Specifications by Category

Category: F - DISCOVERY TABLE

Note: Must reference attached "FF&E Specifications by Item" for complete product information.

| Category | Code | Mfg | Model | Description | Qty | Or Equal | Unit Cost | Total Cost |
|----------|-------|---------------|----------------|---------------------------------|-----|----------|-----------|------------|
| F | EC.02 | Demco/3Branch | Discovery Mini | Mini-Children's Discovery Table | 1 | | | |

Total Cost for Category: F

Wells-Turner Memorial Library

Glastonbury, CT

FF&E Specifications by Item

Item Code: PS.01 **Category:** E **Model:** ColorScape® Playpod Cube
Item: Playpod reading nook **MFG:** Demco
Dimensions: 48"H x 63-1/4"W x 32"D
Description: 1" thick plywood core uprights with both faces laminated in maple
Uprights finished with matching maple edge
3" thick upholstered cushion

Finish: Upholstery: CF Stinson - Core CRE28, Color: Leap Frog
Roof: Ocean (D502-60)
Body: Kensington Maple

Options:
AddendaNotes:

Total Quantity: 1



| Room # | Room Name | Qty |
|--------|------------|-----|
| 150 | CHILDREN'S | 1 |

| Room # | Room Name | Qty |
|--------|-----------|-----|
|--------|-----------|-----|

Wells-Turner Memorial Library

Glastonbury, CT

FF&E Specifications by Item

Item Code: EC.02 **Category:** F **Model:** Discovery Mini
Item: Mini-Children's Discovery Table **MFG:** Demco/3Branch
Dimensions: 31 7/8" x 32 1/8" x 19"h
Description: Comes with two reversible tops. Blue Lego™ and Duplo™-compatible reverses to green Train Track surfaces. Tinker Toy™-compatible reverses to flay wood top. Hardwood and plywood construction. Integrated Storage, locking casters.
Finish: natural
Options:
AddendaNotes:

Total Quantity: 1



| Room # | Room Name | Qty |
|--------|-----------------|-----|
| 150A | CHILDREN'S WEST | 1 |

| Room # | Room Name | Qty |
|--------|-----------|-----|
|--------|-----------|-----|