

INVITATION TO BIDDERS / LEGAL NOTICE

Town of Glastonbury
EAST HARTFORD / GLASTONBURY ELEMENTARY MAGNET SCHOOL
Glastonbury, Connecticut
State Project Nos. #054-0095 MAG / N / PHASE 3 OF 4

The Town of Glastonbury will receive sealed Bids (**in triplicate**) for the individual Bid Packages identified below for East Hartford / Glastonbury Elementary Magnet School. Bids will be received only at the Office of the Purchasing Agent, Glastonbury, Connecticut, Town Hall, 2155 Main Street (second level), Glastonbury, CT 06033, Attn: Mary F. Visone, Purchasing Agent, until 11:00 AM (local time) on dates shown below; shortly following receipt of the bid packages they will be publicly opened and read aloud. Late bids will not be accepted.

<u>Bid Package</u>	<u>General Description</u>	<u>Due Date and Time</u>
GL-2011-04 BP - 118	*Movable Equipment	March 27 th 2012 @ 11:00 AM
GL-2011-04 BP - 119	*Technology Equipment	March 27 th 2012 @ 11:00 AM

Scope of bid includes:

Movable Equipment. The furniture, fixtures & equipment will include general classroom furniture including desks, and chairs, cafeteria tables and chairs, computer stations, science equipment and art tables and equipment, and other related equipment.

Technology & Equipment. The Technology & Equipment will include computers, access controls, video, surveillance, phone systems & network equipment.

Bidders may obtain a complete set of plans and specifications (contract documents) containing a one-volume Project Manual and a set of drawings at the Town of Glastonbury Facilities Office located at 2143 Main Street, Glastonbury, CT 06033.

Times available for pick will be Monday thru Friday between the hours of 8:00AM and 4:00PM. Bidders shall sign for receipt of bid documents.

A pre-bid meeting (not mandatory) will be held at Glastonbury Town Hall, 2155 Main Street, Glastonbury, CT 06033 in the Town Council Chambers at 10:00 A.M. on March 15th, 2012.

The Town of Glastonbury reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities, irregularities, omissions or technical defects in the bids if it is deemed by the Town to be in its best interest. All Bids shall stand for acceptance for a period of ninety (90) days from the actual time of the bid opening. Should there be any reason why the bid cannot be awarded within the specified period of time, the time may be extended by mutual agreement between the Town and the Bidder.

All Requests For Information shall be submitted in writing to ONLY the Architect's representative: Ms. Kate Ryan, Fletcher-Thompson, Inc., Architects/Engineers, Shelton, Connecticut 06484, or at kryan@ftae.com, no later than five (5) business days prior to bid due date.

Sealed proposals must be accompanied with Bid Security and Surety Letter of Intent. **Bid Security** shall be made payable to the "Town of Glastonbury" in the form of a certified check or Bid Bond in the **Amount of 10% of the Bid Amount**. Bid Bonds are required for all bids. The Bid Bond must be issued by a surety company licensed in the State of Connecticut. Construction Performance Bond and Labor and Material Payment Bonds for 100% of the contract price, with a surety company satisfactory to the Owner, shall be furnished by the Bidder awarded the contract. Performance and Labor and Material bonds are required for any bid amount of \$50,000.00 or more. The Town of Glastonbury will not be liable for the accrual of any interest on any certified checks submitted. Cashier's checks will not be accepted.

The successful Bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Opportunity

Act of 1972, Executive Orders #3, No. 17, 11246, 11375 and 11478. The requirements for Bidders under this contract are explained in the Project Manual including the insurance requirements of the Town of Glastonbury. Contractors shall comply with State Statutes concerning Employment, Wage Rates and Labor Practices, where applicable, and Section 31-53 of the Connecticut General Statutes as amended.

Bidders are reminded that Public Schools are exempt from Federal Excise Taxes as well as State of Connecticut Sales, Use and Service Taxes, to the extent provided by law, which should not be included in the Bidder's proposal.

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

Mary F. Visone
Purchasing Agent

END OF SECTION