

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE &amp; TIME REQUIRED</u>
GL-2013-30	Overhead Door Replacements Vehicle Maintenance Garage 2380 New London Turnpike	May 10, 2013 @ 11:00 a.m.

Bid forms may be obtained on the Town's website at [www.glastonbury-ct.gov](http://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 for each category. All bids will be publicly opened and read.

**A Site visit and Pre-Bid Meeting for the Project will be held on May 2, 2013 at 10:00 am at the 2380 New London Turnpike, Glastonbury, CT 06033.**

Mary F. Visone  
Purchasing Agent

Legal Ad – Invitation to Bid Published:

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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 award will be on the basis of bid total cost unless otherwise specified.
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, underlined, 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. Each bid must be accompanied by a bid bond payable to the Town for 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 8<sup>th</sup>, 2003 and effective August 1, 2003. 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](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant 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)**

The Town is required to report names of nonresident (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. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the **Certificate of Compliance** issued by the State DRS.

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. 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 Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the bid contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

**IMPORTANT:** Failure to comply with general rules may result in disqualification of the bidder.

## 1.0 SCOPE OF SERVICE

- 1.1 **PURPOSE:** It is the intent of the Town of Glastonbury to replace nine existing overhead doors systems at the Vehicle Maintenance Garage, 2380 New London Turnpike with new energy efficient overhead doors and openers.
- 1.2 There shall be a Site Inspection and Pre-bid Conference on May 2, 2013 at the Vehicle Maintenance Garage at 10:00 am. Any questions as a result of this meeting will be answered in writing in the form of an Addendum. The project is to be completed and invoiced in phases. The first phase is to be completed and invoiced by June 30, 2013. The second phase is to be completed and invoiced by July 31, 2013. The project will be divided into two parts with approximately one half to be done in the first phase and the other half to be completed in the second phase.
- 1.3 The Facilities Maintenance Division will be the contact agency for the project provided under this specification. During the bid period, administrative questions should be directed to Ms. Mary F Visone, Purchasing Agent at (860) 652-7588. Technical questions and inquiries must be made in writing to the attention of David Sacchitella, Building Superintendent, 2155 Main Street, Glastonbury, CT 06033 or via email at [dave.sacchitella@glastonbury-ct.org](mailto:dave.sacchitella@glastonbury-ct.org). Inquiries must be received at least two (2) business days prior to the bid due date. Any inquiries after that will not be considered pertinent to the request for bid.

## 2.0 SCOPE OF WORK

- 2.1 Work to include but not be limited to that which is outlined in the Technical Specifications and attachments.
- 2.2 The Contractor shall promptly notify the Town's Representative of any problems discovered during the installation process.
- 2.3 Prior to notification of award, the Contractor and Town Representative will inspect the premises and document any deficiencies or existing damage.
- 2.4 Should the Owner have the need for additional requirements beyond the scope of work as listed in 2.1 on Page 10, the Contractor shall provide said additional services only with prior written approval.

## 3.0 MATERIALS

- 3.1 The Owner shall provide access to all areas.
- 3.2 The Contractor shall provide all remaining supplies necessary to satisfactorily meet the work of this specification. These supplies shall include but not be limited to scaffolding, work site protection, support tools and equipment, and clean up and disposal. The Contractor shall provide the MSDS for all materials intended to be used on the site. The MSDS shall be transmitted to the Town Representative 3 days prior to start of work. The Contractor shall warrant the compatibility of any and all materials intended for use with the specific application.



3.3 The Contractor shall be in full compliance with all Federal, State and Local regulations. The regulations include but are not limited to rules governing the use of chemicals, safety equipment and safe work practices.

#### 4.0 EQUIPMENT

4.1 The Contractor will be required to provide their own equipment to perform the necessary work.

4.2 Reasonably sized space will be provided for the Contractor's use. This space must be kept in a neat and safe condition at all times. The Town assumes no responsibility for the security of any equipment or supplies the Contractor may store on Town property.

#### 5.0 SUBCONTRACTORS

5.1 The Town must approve all subcontractors in advance of their presence in Town Facilities. Company names and employee names shall be submitted at least one week in advance of the intended start. Subcontractors are subject to all conditions of this bid. No subcontractor may work on Town property without the approval of the Town.

#### 6.0 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 of Glastonbury, 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. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

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



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

The bidder shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

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) 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, 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, regardless of whether or not it is cause in part by a party indemnified hereunder.

7.0 BIDDING

- 7.1 The Contractor shall provide a bid on all of the individual items in this bid. The pricing for the specified tasks shall be all inclusive. Bid to be awarded on the total base bid amount.
- 7.2 The Contractor shall provide a vendor's invoice as evidence of a claim for compensation for materials used for unscheduled work. A vendor's invoice will be the only acceptable evidence of claim. The Town will pay the mark up percentage of 10% for any materials used for any approved unscheduled work.
- 7.3 The Contractor shall provide a list of contacts for scheduled and unscheduled work. This list shall provide name, office number, pager, cell phone and/or home number as appropriate to assure that the Town shall have a contact person for any time or date.
- 7.4 No additional work shall be performed until a purchase order or change order has been issued in writing.

8.0 CONDUCT OF WORK

- 8.1 Technical Specifications Section 2.1 on Page 10 outlines the Scopes of the Itemized Tasks.
- 8.2 A Town Purchase Order will authorize the start of the work.

9.0 CONTRACT

9.1 These specifications shall be incorporated in a contract between the Town and the successful Respondent(s). All work performed in accordance with said Contract shall comply in every respect with all applicable laws and safety standards of the Federal Government, State of Connecticut and Town of Glastonbury.

9.2 It is the intent of the Town to award this contract to one Contractor.

#### 10.0 QUALIFICATION OF RESPONDENTS

10.1 Each Respondent must show evidence of having satisfactorily carried out a similar contract for a period of at least three (3) years. This three year experience must have been within the last ten years. The Respondent shall provide the corporate name, contact individual's name, phone and fax numbers, and a brief description of the work performed and the facility for at least three currently viable references.

**1. TECHNICAL SPECIFICATIONS:**

1.1 **Technical Specifications:** Installation of new overhead doors, electric openers and torsion springs at the Vehicle Maintenance Garage.

**2. SCOPE OF WORK:**

2.1 Description of Work and Existing Conditions:

A. The work under this specification shall include furnishing all labor, materials, tools, appliances and equipment, and performing all operations necessary for the installation of new overhead doors, electric openers and torsion springs

2.2 Products and Materials

A. Overhead Doors

1. Overhead doors Series 591 Thermacore sectional doors as manufactured by Overhead Door Corporation. Door Standard to include the following: .016" thick roll formed hot-dipped galvanized, ribbed face steel sections, with metal/foam/metal sandwich, foamed in place homogeneous CFC/HCFC free polyurethane insulation. Insulating values: R = 14.86, u = .067. Section thickness 1-5/8", all sections to be fitted with tube seals to weather strip each joint. Air infiltration of .08 cfm per sq ft of door at 15 mph, and class 26 sound transmission. End stiles will be 16 Ga. Steel; hinges and fixtures will be galvanized steel. EPDM thermal break to be provided between exterior skins to prevent thermal transmission. Patented water channel provided for a drip free opening. Polyurethane foam insulation is fully encapsulated in non-permeable materials for no loss of efficiency. Limited 10 year warranty against panel delamination of foam and steel skins. Baked on polyester industrial brown exterior with white interior.
2. All doors to have two sections with oval Thermal Acrylic Lites, number of lites and spacing in each section to match existing.
3. Doors (quantity specified in Bid Proposal) to have a four-section pedestrian pass door.
4. Tracks on sides of door to be replaced with 13 Ga. adjustable track to match the existing remaining track. New wooden jambs will be supplied and installed by the Town. As an alternate the vendor can provide a price for supplying and installing the new wood side jambs from the header to the floor.
5. Torsion springs to be supplied and installed to work with the new door and operators.

6. All doors to be properly weather stripped on the tops and sides with a bottom seal on bottom section. Weather stripping to be installed in such a manner as to assure there is no air gap between door and jamb or weather seal and jambs.
7. As these are south facing doors with all day exposure to the sun all doors are to have full struts an all panels to minimize thermal bow.
8. All doors to have exhaust ports installed.

B. Electric Operators

1. Model RSX Commercial Operator as Manufactured by Overhead Door Company. 1/2 HP Single Phase (115/208/230V) model. Trolley mount with quick disconnect door arm for emergency operation. Include Stop-Open-Close pushbutton control set up to run as constant contact close and momentary contact open. UL325 2010 Compliant. On-board radio receiver. LCD cycle counter. Warranty 2 year or 20,000 cycle.

C. Torsion Springs

1. Torsion springs rated to carry weight of door and cycle duty appropriate for the location. Secured to header is such a fashion as to assure a secure and durable installation.

2.3 DELIVERY, STORAGE AND HANDLING

A. TRANSPORTATION AND HANDLING

1. Transport and handle products in accordance with manufacturer's instructions.
2. Promptly inspect shipments to assure that products comply with requirements, quantities are correct and products are undamaged.
3. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement or damage.

B. STORAGE AND PROTECTION

1. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
2. For exterior storage of fabricated products, place on sloped supports, above ground.
3. Provide off-site storage and protection when site does not permit on-site storage or protection.

4. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
5. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement or damage.
6. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.
7. Protect and clean the interior spaces from contamination of the by-products of the construction.
8. Protect pre-finished surfaces with wrapping. Do not use adhesive papers or sprayed coatings which bond when exposed to sunlight or weather.
9. Prime or seal wood surfaces, including surface to be concealed by wall construction, if more than thirty (30) days will expire between delivery and installation.
10. Store window units in an upright position in a clean and dry storage area above ground and protect from weather .

## 2.4 ENVIRONMENTAL REQUIREMENTS

- A. Do not install sealants when ambient temperature is less than 40 degrees F.
- B. Maintain this minimum temperature during and after installation of sealants.

## 2.5 MANUFACTURERS

- A. Door and openers to be manufactured by Overhead Door Company as specified in Section 2.2.

## 3.0 EXECUTION

### 3.1 EXAMINATION

- A. Verify site opening conditions before placing order and preparing shop drawings.
- B. Verify wall openings and adjoining air and vapor seal materials are ready to receive work of this section.

### 3.2 INSTALLATION

- A. Install Overhead Doors, openers and torsion springs in accordance with manufacturers' instructions.

### 3.4 ADJUSTING

- A. Adjust operating hardware for smooth operation.

### 3.5 CLEANING

- A. Remove protective material from pre-finished surfaces.
- B. Wash down surfaces with a solution of mild detergent in warm water, applied with soft, clean wiping cloths. Take care to remove dirt from corners. Wipe surfaces clean.
- C. Remove excess sealant by moderate use of mineral spirits or other solvent acceptable to sealant manufacturer.
- D. Final Cleaning
  - 1. Execute final cleaning prior to final inspection.
  - 2. Clean equipment and fixtures to a sanitary condition.
  - 3. Clean filters of operating equipment contaminated by project operations.
  - 4. Clean site; sweep paved areas, rake clean landscaped surfaces.
  - 5. Remove waste and surplus materials, rubbish and construction facilities from the site.

### 4.0 Submittals:

A brief narrative describing staff, methods and timing shall be submitted to the Town's Representative with the bid. Submittals for all materials shall be made to the Town for review prior to start of work. Submittals for options to be made within ten days of award. Submittals for longer lead time items shall be made in a manner to provide for timely execution of the work.

**5. GENERAL REQUIREMENTS OVERHEAD DOOR INSTALLATION**

5.1 Scheduling shall be coordinated with the Town of Glastonbury representative. The first phase of the work must be completed and invoiced by June 30,2013. The second phase must be completed by July 31, 2013. Materials brought on site shall be located so as to not interfere with the operation of the facility. The site will be available for inspection by appointment until bids are due. Contact Town Representative prior to arrival. Once started, the work shall proceed continuously until the project is finished.

5.2 Materials removed from the site shall be the responsibility of the contractor

**6.0 WARRANTY**

6.1 All materials and labor will be warranted for one year from date of installation. In addition the doors will be warranted against delaminating for 10 years, the openers will be warranted for 2 years or 20,000 cycles.

**7.0 ADDITIONAL CONSIDERATIONS**

7.1 Compliance:

Nothing in this specification shall be construed so as to violate any applicable provision of any local, state, or federal ADA regulation or code.

7.2 Other Materials and Accessories

The Respondent acknowledges and accepts that it is the intent of this section to provide the Town with a complete job. As such, the Respondent acknowledges and accepts that he shall be solely responsible for the inclusion and provision, within this bid, of the various and sundry materials and accessories required to complete the installation, and completion of said overhead door replacement in conformance with these specifications at no additional cost to the Owner including meetings necessary to secure approval from Town agencies.

**8. MEASUREMENT AND PAYMENT**

8.1 Measurement

The material of this Section shall be measured by lump sum.

8.2 Payment

Payment for this Section shall be based on the bid summary sheet and the complete installation as accepted by the Town representative.

\*\*\* END OF SECTION \*\*\*

Proposal of \_\_\_\_\_ (hereinafter called "Respondent"),  
organized and existing under the laws of the State of \_\_\_\_\_, doing  
business as \_\_\_\_\_  
\_\_\_\_\_.

To the Town of Glastonbury (hereinafter called "Town").

In compliance with your Invitation to Bid, the Respondent hereby proposes to furnish materials and/or  
services as per Bid Number GL-2013-30 in strict accordance with the Bid Documents, within the  
time set forth therein, and at the prices stated below. The respondent agrees to hold bid for \_\_\_\_\_  
days.

By submission of this bid, the Respondent certifies, and in the case of a joint bid each party thereto  
certifies as to their own organization that this bid has been arrived at independently without  
consultation, communication, or agreement as to any matter relating to this bid with any other  
Respondent or with any competitor.

The Respondent acknowledges receipt of the following Addendum:

Addendum #1 \_\_\_\_\_

Addendum #2 \_\_\_\_\_

BP-1

**BID PAGE**



**Vehicle Maintenance Garage**

	<b>QTY</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
<b>Overhead Doors, Springs, Electric Openers, Side Track</b>	<b>11</b>	<b>Each</b>	_____	_____
<b>Four-section Pedestrian Pass</b>	<b>3</b>	<b>Each</b>	_____	_____
<b>Total</b>				<b>\$</b> _____

**Written Total:** \_\_\_\_\_

**CODE OF ETHICS:**

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

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

\_\_\_\_\_  
**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**

\_\_\_\_\_  
**SS# or TIN#**

(Seal – If bid is by a Corporation) Attest