

**SPECIFICATIONS AND BID FORMS FOR
WESTON HIGH SCHOOL GAS PIPING REPAIR**

<u>MANDATORY WALK-THRU, MONDAY, JULY 13, AT 10:30 A.M. AT CENTRAL OFFICE ANNEX, 24 SCHOOL RD., WESTON, CT 06883.</u>

BID: #16-001 BOE

Due on or before 11:00 A.M. ON FRIDAY, JULY 17, 2015 **at the:**

**OFFICE OF THE PURCHASING COORDINATOR
CENTRAL OFFICE
WESTON BOARD OF EDUCATION
24 SCHOOL ROAD
WESTON, CONNECTICUT 06883
203 291-1418/FAX 203 291-1420**

Sealed bids will be received by the Purchasing Coordinator for the Board of Education of the Town of Weston, Connecticut, until 11:00A.M.on, Friday, July 17, 2015 at which time bids for WESTON HIGH SCHOOL GAS PIPING REPAIR are due. Each bid must be clearly marked: BID #16-001 BOE.

All bids must be submitted on the forms provided and shall include all firm names, signatures, addresses, and other information required. Each bid must be signed by an authorized representative of the company, placed in a sealed envelope, and identified as a bid giving the name of the company and the bid number and filed with the school district's business office no later than the date and time specified.

The Weston Board of Education reserves the right to accept or reject any and/or all bids. The Weston Board of Education shall be under no obligation to accept the lowest financial bid if it is deemed in the best interest of the school system.

The Weston Board of Education may make such investigations as it deems necessary to determine the ability of a Bidder to perform the work. The Bidder shall furnish all information and data for this purpose as the Weston Board of Education may request. The Weston Board of Education reserves the right to reject any bid if evidence submitted by the Bidder or investigation of the Bidder fails to satisfy the Board that the Bidder is properly qualified to carry out the obligations of a contract resulting from this bid. Bidder is also requested to provide an audited statement of the financial conditions of the company.

No bidder may withdraw his bid for a period of forty-five days after the opening date.

The bidder is to clearly state in the bid exactly what is intended to be furnished and is to furnish with the bid an illustration or other descriptive material that will clearly indicate what will be furnished. Samples are to be submitted upon request.

Any alleged oral agreement or arrangement made by a bidder or contractor with any agency or any employee of the Weston Board of Education will be disregarded.

**RETURN ONE COPY OF BID
DO NOT FAX BID**

SPECIFICATIONS AND BID FORMS

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FOR: WESTON HIGH SCHOOL GAS PIPING REPAIR

The Director of Finance and Operations reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical proposals as to prices; to reject any and all bids in whole or in part; to waive technical defects, irregularities, and omissions if, in his judgment, the best interest of the Board will be served.

The Weston Board of Education reserves the sole and absolute right to reject any proposal offering services which, in its opinion, does not meet the standard of quality established by these specifications.

The Board of Education of the Town of Weston is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut, including the Federal Transportation Tax. Such taxes should not be included in any bid price involving the payment of funds from the district.

The contractor must protect all floors, furniture, cabinets, etc., from injury or other damage. Any damage so caused must be repaired by the contractor at its own expense. At the completion of the work, the contractor must remove from the premises all surplus materials and all debris resulting from the work. Furthermore, the premises must be left in a clean and finished condition acceptable to the owner or its agent.

The quantities listed in these specifications may be increased or decreased by the Weston Board of Education, depending upon its actual requirements.

Bidders shall indicate how many days after receipt of the order or contract the Board can expect delivery of merchandise. At the Board's request, contractors are required to provide written estimated delivery times once an order has been placed with a contractor. The contractor is responsible for notifying the ordering agency at least forty-eight (48) hours in advance of shipment.

Deliveries shall be made as specified by the ordering agency during normal business hours. All items shall be delivered and set-up at the location specified by the ordering agency in accordance with good commercial practice.

All contractors and vendors will be required to comply with all provisions of the Civil Rights Act of 1964, Executive Order 11246 of September 24, 1965, the Connecticut Fair Employment Practices Act and all of the rules, regulations, and relevant orders of the Secretary of Labor (or other authorized agent or agency), as amended.

In accordance with Public Act No. 366, the Contractor and each subcontractor shall agree and warrant that in the performance of this contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, sex, color, religion or national origin, in any manner prohibited by municipal, state or federal law.

All equipment furnished and work performed must meet Federal OSHA (Occupational Safety and Health Act) and CSA (Construction Safety Act) standards as amended.

The bidder is assumed to have made himself familiar with all Federal and State Laws and all local bylaws, ordinances, and regulations which in any manner affect those engaged or employed on the work, or the materials or equipment used in the work, or in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

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If bidder shall discover any provisions in the Bid Specifications which are in conflict with any such law, bylaw or ordinance or regulation, he shall forthwith report it to the Owner's Representative in writing at once.

Specifications, instructions, and bid forms may be obtained at the Business Office, Weston Board of Education.

Amendments to or withdrawals of bids received later than the time and date set for bid opening will not be considered.

Bids must be submitted on proposal schedule forms attached hereto. Bids received later than the time and date specified will not be considered.

FOR: WESTON HIGH SCHOOL GAS PIPING REPAIR**Additional specifications for construction or service contracts:**

1. All bidders are to furnish a bid bond in the amount of not less than 5% of the total estimated bid as bid security. The surety on the bid bond must be a corporate surety licensed to sign surety bonds in the State of Connecticut and also listed by the United States Treasury Department in its latest list as a qualified surety acceptable to the United States Government.
2. All bidders must comply with all applicable federal, state, and local laws, rules and regulations of all authorities having jurisdiction over the work in the locality of the project, including but not limited to state wage rates as applicable.
3. The contractor shall carry Worker's Compensation Insurance in accordance with the laws of the State of Connecticut, and all other applicable laws and regulations, for all of his employees engaged in work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide Worker's Compensation Insurance for all of the latter's employees engaged in such work unless such employees are covered by the protection afforded by the contractor's Worker's Compensation Insurance and the certificate of insurance furnished by the contractor so stipulates.
4. The contractor shall purchase from and maintain, for the life of the contract, in a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect the Town of Weston from claims set forth below which may arise out of or result from the contractor's obligation under this agreement, whether such obligations are the contractor or by a subcontractor or any person or entity directly or indirectly employed by said contractor or by anyone for whose acts said contractor may be liable.
 - A. Workers Compensation:

The contractor shall provide workers compensation insurance required by law with employers liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000 including a waiver of subrogation.
 - B. Commercial General Liability Insurance:

The contractor shall provide commercial general liability insurance policy with an edition date of 1986 or later including products and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000.

 - The policy shall name the Town of Weston and the Weston Board of Education as an additional insured and include ISO Form CG 2010 (07/04) and CG 2037 (07/04).
 - Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town.
 - The policy shall contain a waiver of liability in favor of the Town.
 - Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form.
 - A per project aggregate limit of liability endorsement shall apply for any construction contract.
 - Deductible and self-insured retentions shall be declared and are subject to the approval of the Town.
 - C. Commercial Automobile Insurance:

The contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage

on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

D. Umbrella Liability Insurance:

The contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town with certificates of insurance prior to execution of the agreement by the Town, describing the coverage. The insurer shall give 30 days notice of cancellation or non-renewal.

Contract should also include an indemnity agreement and duty to defend.

5. The contractor shall make all needed repairs in the work covered by the contract, due to defective workmanship or materials, during a period of one year after the date of completion of the work by the contractor. During this period of one year, the contractor agrees that the Board of Education may retain from the monies payable to him the sum of 5% of the total amount of the contract. In lieu of the retained 5%, the contractor may choose to furnish a guarantee bond for the equivalent amount. The Board of Education may expend the same or as much thereof as may be required in making the aforesaid repairs to the satisfaction of the Board of Education, if within 10 days after the mailing or delivery of a notice in writing by the Board of Education to the contractor, he shall fail to make the aforesaid repairs; provided, however, that in case of an emergency where, in the opinion of the Board of Education, delay would cause serious loss or damage, the Board of Education may make repairs without previous notice and at the expense of the contractor. At the end of this one-year period, the balance of the retained 5% shall be paid or the bond returned to the contractor, provided all of the terms of the contract shall have been fulfilled. When required by the Director of Finance and Operations for the Board of Education, the Contractor shall furnish satisfactory evidence that he has satisfied all just claims for labor performed or materials furnished for or in the use of the work herein specified; in the absence of such evidence, the Director of Finance and Operations for the Board of Education shall have the right to retain sufficient funds to pay all just claims.

A 5% SECURITY BOND OR CHECK MUST BE INCLUDED WITH THE BID.

SEE ATTACHMENT

BID SHEET

DELIVERY BEFORE : _____

PRICES WILL HOLD UNTIL: _____

BIDDER NAME : _____

BIDDER ADDRESS : _____

NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

RETURN ONE COPY OF BID

DO NOT FAX BID

BID ENVELOPE MUST BE MARKED WITH BID NUMBER.

**WESTON PUBLIC SCHOOLS
WESTON HIGH SCHOOL GAS PIPING REPAIR**

Scope of Work

The Weston Public Schools is accepting bids to repair any and all leaks and associated equipment that supplies natural gas throughout the Weston High School Science Wing laboratories.

As part of this contract, the Contractor will also complete the following scope of work:

- The contractor will acquire all necessary permits as required by the Town of Weston Building department for all repairs made to the system.
- The contractor will notify the Town Fire Marshal and comply with any and all requests from his office.
- The contractor will pressure test the main from the meter to the science wing.
- The contractor will visually inspect all joints, valves and connections throughout the system and repair as necessary.
- The contractor will ensure all relief vents meet code.
- The contractor will test all solenoid valves and repair /replace as necessary
- The contractor will retest the entire science wing (system) and bubble test all joints after repairs are completed.
- The contractor will repeat all testing after all leaks are repaired.
- Then contractor will provide certification that the systems meets all codes and is fully operational after all work is completed.
- All contractors must obtain security clearance from Weston Public Schools prior to any on site work.
- All work must be conducted after school hours or during scheduled school breaks.

Prior to the start of the any on site work, the contractor will submit security clearance forms for all staff working on site, and submit these forms to Jen Ryan, of the District's HR Department, at jenryan@westonps.org.

Cost:_____

Authorized Signature:_____

Name:_____

Company:_____

Date:_____