

Company Name - _____

REQUEST FOR RESPONSE

PROJECT #BIDNO 5012

Department of Public Works Contract No: F05-01C



**ADA RENOVATIONS TO
ELIZABETH PARK INFORMATION CENTER
POND HOUSE CAFÉ &
PUTNAM GREEN HOUSE**

**ELIZABETH PARK,
1555 ASYLUM AVENUE,
WEST HARTFORD, CONNECTICUT**

DEADLINE: 2:00 PM., AUGUST 7, 2008

Carita Rozie
Principal Administrative Analyst
rozic001@hartford.gov

INVITATION TO RESPOND

PROJECT NUMBER:	BIDNO 5012
CONTRACT NUMBER	F05-01C
DEADLINE :	2:00 PM, AUGUST 7, 2008
BID TITLE :	ADA RENOVATIONS TO ELIZABETH PARK INFORMATION CENTER, POND HOUSE CAFÉ & PUTNAM GREEN HOUSE
SITE LOCATION:	ELIZABETH PARK, 1555 ASYLUM AVE. WEST HARTFORD, CONNECTICUT

The City of Hartford is soliciting proposals for the [ADA Renovations to Elizabeth Park Information Center, Pond House Café and Putnam Green House](#) Project. Work includes new bituminous parking, parking striping and signage, concrete and paver sidewalks, interior demolition, door hardware, grab bars, toilet partitions, painting and plumbing fixtures.

Below is an outline of some of the requirements that apply specifically to this project. These requirements are discussed in greater detail in Section 3, General Information.

BID INFORMATION is available upon receipt of this invitation over the Internet at <http://www.mercurycommerce.com/> *Note: If you have received this document without use of the City's Mercury Commerce website it is strongly recommended that you sign onto the site in order to receive updated information, (see Section 3.1).* Drawings associated with this bid may be contained in a "zip" file and available through Mercury Commerce at no charge. Hard copies may also be purchased from Merritt Graphics. Go to www.merrittgraphics.com, click on the PlanWell link, select "Public PlanRoom", then select this project. Fees to purchase sets are non-refundable and will be posted on the site.

Additionally, plans may be ordered by calling Merritt Graphics at 800.344.4477 and requesting an order form.

Adobe Acrobat reader may be required to view some of this information. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the internet bid page.

Businesses without internet access equipment, may contact the Procurement Services Department at 860.757.9610 for any Bid information. Our fax number is 860.722.6607.

A PRE-BID Conference will be held on July 29, 2008 at 11:00 A.M at the above location. All prospective Bidders are requested to meet in the park in the Pond House front lobby. Further access to the site can be arranged through **Antonio J. Matta, Architect, (860) 522-4888 x 6523**. Bidding Contractors are expected to either attend the pre-bid conference or make other arrangements to review the project site.

Training on on-line response and use of the Mercury Commerce Network will be available to anyone interested immediately after the pre-bid conference.

Bidders will be required to provide:

- **10%** bid bond, cashier's or certified check with your response (see Standard Instructions sect. 6). NOTE: The City of Hartford is now providing contractors with the option of submitting an electronic Bid Bond through the Surety2000 website.

Surety 2000 is an Internet-based surety processing, verification and security system, developed in cooperation with the surety industry. Contractors and Surety Agents may contact Surety 2000 at: 1-800-660-3263 or by going to www.surety2000.com for more information.

- Performance, and payment bonds for 100% of the project upon award if the contract value exceeds \$50,000.00 (see Standard Instructions sect. 16).
- Copies of current Federal, State and City certifications as applicable.

SPECIAL NOTES:

- A. Questions related to this project must be received in writing 72 hours in advance of the response submittal deadline. We strongly recommend that prospective Candidates review specifications early in the solicitation process and submit all questions at one time. Written questions are to be sent to the buyer whose name appears on the invitation via email.
- B. A Bidder, as a condition of receiving the award of this contract, will be required to comply with Chapter 2, Article X, (Equal Employment Opportunity) of the Municipal Code and the "Greater Hartford Affirmative Action Plan".
- C. A delinquent tax status will be considered in determining whether a Bidder is responsible.
- D. A Bidder receiving an award will be required to provide proof of its current standing with the Connecticut Secretary of State's Office (see Response Section, Bidder's Qualifications).
- E. The DAS Contractor Prequalification Program (Public Act 03-215) requires all contractors to prequalify "before they can bid on any construction, alteration, remodeling, repair or demolition of any public building (does not apply to road construction), for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds. This project is subject to the state prequalification provisions if indicated in the "Construction Contract Summary Sheet" located at the front of this document. Information and application forms related to this program are located on the internet at: http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp.

PLAN HOLDERS LISTS are located on the Internet in the Digital Plan Room. Lists of Bidders having picked up bid documents will not be provided over the phone.

If, after review of the bid documents, your firm is interested in performing the services specified, provide the information and documentation requested, sign and return the complete document, along with your detailed response, to Procurement Services by the due date. We would appreciate the courtesy of promptly advising us if you do not intend to respond.

Sincerely,

Mark C. Turcotte
Procurement Manager

CONSTRUCTION PROJECT SUMMARY SHEET

RFR NUMBER:	BIDNO 5012
CONTRACT NUMBER	F05-01C
BID TITLE :	ADA RENOVATIONS TO ELIZABETH PARK INFORMATION CENTER, POND HOUSE CAFÉ & PUTNAM GREEN HOUSE

ESTIMATED CONSTRUCTION COST RANGE: \$60,000.00 to \$80,000.00

CONTRACT TYPE: ☒ OPEN COMPETITIVE WITH W/MBE % GOAL

☐ SMALL MINORITY BUSINESS ENTERPRISE SET ASIDE

☐ SMALL CONTRACTOR SET ASIDE

STATE OF CONNECTICUT PREQUALIFICATION REQUIRED: ☐ YES ☒ NO

PERCENTAGE OF MBE/WBE PARTICIPATION REQUIRED: 15%

FEDERAL WAGE RATE REQUIREMENTS: ☐ YES ☒ NO

STATE WAGE RATE REQUIREMENTS: ☐ YES ☒ NO

HARTFORD BASED BIDDER ADVANTAGE: ☒ APPLICABLE ☐ NON-APPLICABLE

PLANS AVAILABLE AS PART OF BID DOCUMENTS: ☒ YES ☐ NO

SPECIAL INSURANCE REQUIREMENTS: ☐ YES ☒ NO

CALENDAR DAYS ALLOWED FOR CONTRACT WORK: See Spec Section 01010

LIQUIDATED DAMAGES FOR LATE COMPLETION: \$1,000 PER DAY

DISCLAIMER: THIS SHEET IS PROVIDED FOR GENERAL INFORMATION ONLY AND IS SOLELY INTENDED TO ASSIST BIDDERS IN UNDERSTANDING THE GENERAL SCOPE OF WORK. BIDDERS MUST REFER TO SPECIFIC CONTRACT SECTIONS FOR DETAILS. IN THE EVENT OF A CONFLICT, THE PROJECT AND CONTRACT SPECIFICATIONS SHALL TAKE PRECEDENCE OVER THIS CONTRACT SUMMARY SHEET.

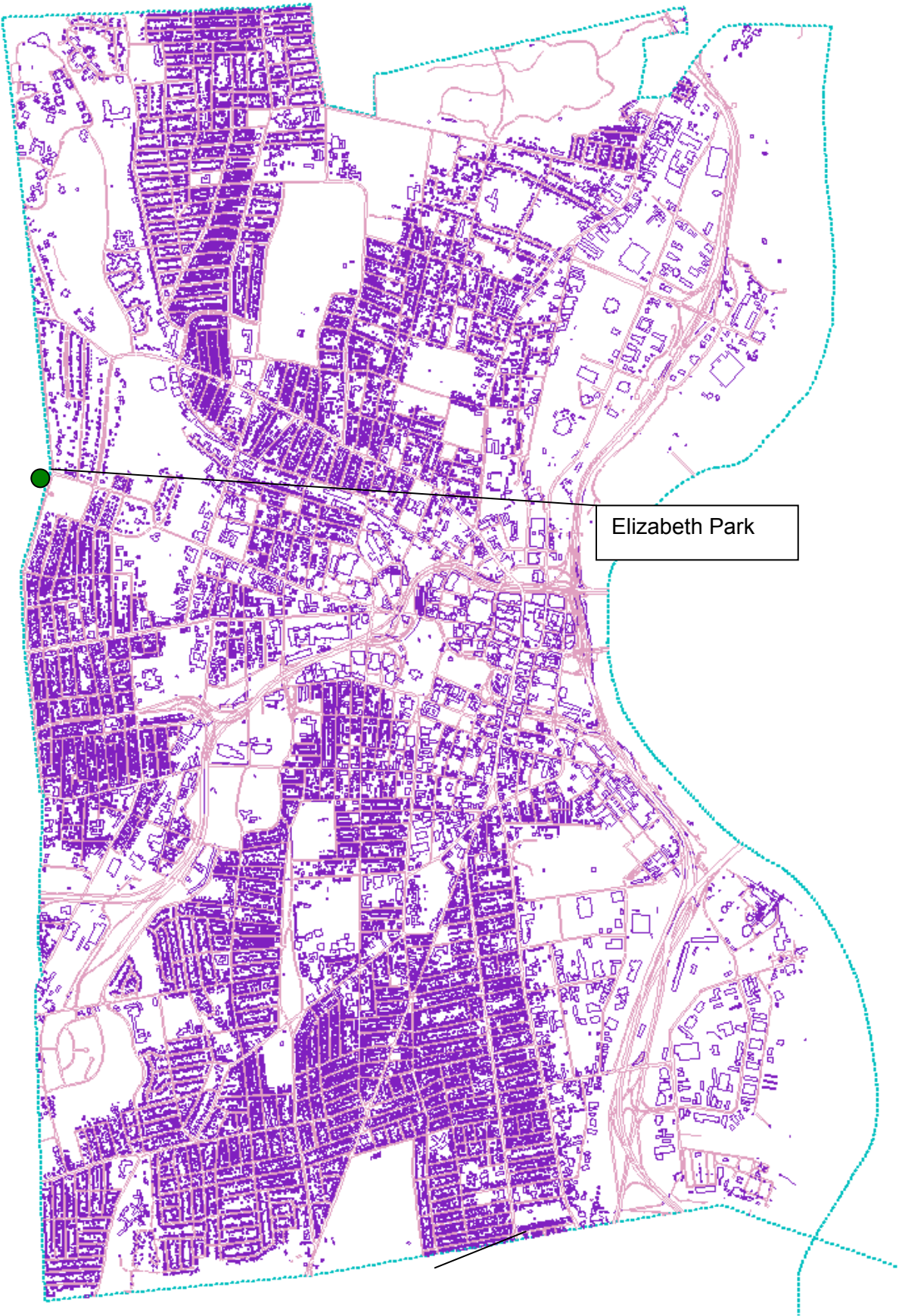


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None	

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Not Used		4

Division 3 – Concrete		
Not Used		

Division 4 – Masonry		
	Not Used	

Division 5 – Metals		
	Not Used	

Division 6 – Wood And Plastic		
<input type="checkbox"/> Not Used		

Division 7 – Thermal And Moisture Protection		
<input type="checkbox"/> Not Used		

Division 8 – Doors And Windows		
<input type="checkbox"/> Not Used		

Division 9 – Finishes		
<input type="checkbox"/> Not Used		

Division 10 – Specialties		
<input type="checkbox"/> Not Used		

Division 11 – Equipment		
<input type="checkbox"/> Not Used		

Division 12 – Furnishings		
<input type="checkbox"/> Not Used		

Division 13 – Special Construction		
<input type="checkbox"/> Not Used		

Division 14 – Conveying Systems		
<input type="checkbox"/> Not Used		

Division 15 – Mechanical		
<input type="checkbox"/> Not Used		

Division 16 – Electrical		
<input type="checkbox"/> Not Used		

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Revision 012506

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SECTION 4 - GENERAL REQUIREMENTS OF THE CONTRACT

Sample Form of Contract, included in this document by reference is available at: http://www.hartford.gov/purchasing/Documents.htm Document titled: Sample Form of Agreement AIA A101 Rev. 080405	6
Sample General and Supplementary Conditions, included in this document by reference is available at: http://www.hartford.gov/purchasing/Documents.htm Document titled: General Conditions of the Contract AIA A201 Rev. 080405	
Sample Performance Bond, included in this document by reference is available at: http://www.hartford.gov/purchasing/Documents.htm Document titled: Sample Performance Bond AIA A312	
Sample Forms available at http://www.hartford.gov/purchasing/Documents.htm Document titled: Standard Construction Sample Forms:	
Bid Bond	1
Subcontractor Utilization Commitment	2
Contractor's EEO Report	2
Contractor's Wage Certification form	1

EEO / Affirmative Action Requirements Certificate	3
EEO Policy Statement	1
Certificate of Non-segregated Facilities	1
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DRAWINGS

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L-1.1		Information Center Site Plans & Notes
L-1.2		Information Center Site Plans & Details
L-1.3		Pond House Café Site Plans & Details
L-1.4		Specifications
A-1.0		Floor Plans & Notes
A-2.0		Details

END OF SECTION

SECTION 1.0

RESPONSE FORMS

On-line response: you will supply the necessary pricing when you submit a response to the line items listed under this project number at www.mercurycommerce.com. Section 1.1 referred to in the documents are these line items. Please complete all other information on this form.

If you need assistance using the Mercury Commerce site call 1-877-969-7246 and ask for vendor support.

Electronic Bid Bonds

* If a bid bond is required and you choose to submit an electronic bid bond, please be advised that upon signing your bid with the digital signature you are also signing the Bid Bond. All legal obligations associated with the bid bond will be validated upon signing of the bid with the digital signature.

Bidder's EEO Status and Report

As a condition of doing business with the City the selected respondent must be certified by the City as an Equal Employment Opportunity Employer. Certifications must be renewed annually. If your firm is not currently certified you may obtain the required forms on-line at: <http://www.hartford.gov/purchasing/documents.htm> and submit completed forms with your response. To check the current status of your EEO certification contact the Office of Human Relations, 860.543.8595, fax 860.722.6486 or email: LRuiz@hartford.gov.

Response Summaries:

Response summaries will be available over the Internet at <http://www.mercurycommerce.com/>. This summary information will be available by logging on to Mercury Commerce anytime after the opening date and time. Results will not be provided over the phone.

1.0 RESPONSE SIGNATURE FORM

Company Name -					
Address -					
Phone -		Fax -		Email -	
Manager -				Fed ID#	

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in State of Connecticut or Federally funded projects (Executive Order 12549).

The undersigned certifies under penalty of false statement that the information provided in this response is true.

Delivery / Initiate Services:		<input type="checkbox"/>	Calendar days after receipt of contract.	
Bid Security provided by	For electronic bonds enter bond number otherwise check the appropriate box	<u>Electronic Bond #</u>		<input type="checkbox"/> Bond (hard copy)
		<input type="checkbox"/> Certified Check		
EEO Certification Status (check one)		<input type="checkbox"/> Current and on file		<input type="checkbox"/> EEO form attached
See section 3.10				
DAS Prequalified Contractor? (non highway construction projects >\$500,000 see: http://www.das.state.ct.us/)		Prequal Certificate Attached	<input type="checkbox"/>	Update Statement Attached
				<input type="checkbox"/>
Insurance Agent Name -				Tel.-
Submitted by -	*			
Title		Date		

(Authorized Agent of Company)

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	<input type="checkbox"/>	Dated	<input type="checkbox"/>	Addendum #	<input type="checkbox"/>	Dated	<input type="checkbox"/>
Addendum #	<input type="checkbox"/>	Dated	<input type="checkbox"/>	Addendum #	<input type="checkbox"/>	Dated	<input type="checkbox"/>

**In Mercury Commerce just type name and title. An electronic signature is created when your bid is submitted.*

1.1 RESPONSE PRICING

Section 1.1 is your line item response on Mercury Commerce. Attachments may be uploaded by clicking the paper clip icon located just above the line item section.

If you need assistance call 1-877-969-7246 and ask for vendor support.

1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1. Number of years in business - DUNS Number:

2. Number of personnel employed Part time - , Full time -

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

4. DAS CONTRACTOR PREQUALIFICATION	N/A
------------------------------------	-----

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	<input type="checkbox"/> general partnership
	<input type="checkbox"/> limited partnership
	<input type="checkbox"/> limited liability corporation
	<input type="checkbox"/> limited liability partnership,
	<input type="checkbox"/> corporation doing business under a trade name
	<input type="checkbox"/> individual doing business under a trade name
	<input type="checkbox"/> other (specify)

6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled SEE SECTION 3.17	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<u>Out-of-State corporations</u> - Do you have a valid license to do business in the State of Connecticut? If a license is not required for the services being provided have you filed with the Connecticut Secretary of State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:

Business Name						
Address						
City		State			Zip	
Name of Agent						

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

8. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential if it is submitted via an email that requests confidentiality or it hand delivered, in a separate sealed envelop marked "Confidential."

All information should be supported with appropriate audited financials.

- Book Value (Total Assets (-) Total Liabilities)
- Working Capital (Current Assets (-) Current Liabilities)
- Current Ratio (Current Assets/Current Liabilities)
- Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- Return on Assets (Net Income/Total Assets)
- Return on Equity (Net Income/Shareholder's Equity)
- Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

9. Taxpayer's Identification Number:

Respondents must provide their Taxpayer Identification Number on the response form (Fed ID#). Award recipients, whether an individual, proprietor, partnership or a non-profit corporation or organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City. Copies of this form are available at: <http://www.hartford.gov/purchasing/documents.htm>

Additional information may be requested subsequent to your responding to this solicitation.

1.3 SUBCONTRACTOR INFORMATION

Six forms labeled Section 1.3 are provided below to accommodate the Base Bid (or Lump Sum) and up to 5 alternates if called for in this Request for Response (RFR). The information provided below applies to: (Check one box as appropriate)

Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5
<input checked="" type="checkbox"/>					

1.3 SUBCONTRACTOR INFORMATION

If subcontractors are to be used, indicate the firm name, address, portion or section of work the subcontractor will be performing, the subcontract value, percentage of base bid and if the subcontractor is a City certified small/minority business.

Bidder agrees to subcontract the portion of the work stipulated below to minority businesses. A copy of the contract between the bidder and the subcontractor will be required prior to award of the contract.

Note: The provisions of section 3 and 4 of public act 03-215, Prequalification now applies to subcontractors.

Trade or Nature of Work	Business Name and Address	MBE? √	% of Base Bid	Subcontract \$ Value
		<input type="checkbox"/>	0%	
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>	0%	
		<input type="checkbox"/>	0%	
TOTAL SUBCONTRACT VALUE				\$0.00
TOTAL W/MBE SUBCONTRACT VALUE				

Subcontract % to total project

<input type="text"/>	<input type="text"/>	<input type="text"/>	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	%

W/MBE Subcontract % to total project

Additional information may be requested subsequent to your responding to this bid request.

1.3 SUBCONTRACTOR INFORMATION

Six forms labeled Section 1.3 are provided below to accommodate the Base Bid (or Lump Sum) and up to 5 alternates if called for in this Request for Response (RFR). The information provided below applies to: (Check one box as appropriate)

Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Alternate 5
	<input checked="" type="checkbox"/>				

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Bidder agrees to subcontract the portion of the work stipulated below to minority businesses. A copy of the contract between the bidder and the subcontractor will be required prior to award of the contract.

Note: The provisions of section 3 and 4 of public act 03-215, Prequalification now applies to subcontractors.

Trade or Nature of Work	Business Name and Address	MBE? √	% of Base Bid	Subcontract \$ Value
		<input type="checkbox"/>	0%	
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>	0%	
		<input type="checkbox"/>	0%	
TOTAL SUBCONTRACT VALUE				\$0.00
TOTAL W/MBE SUBCONTRACT VALUE				

Subcontract % to total project %

W/MBE Subcontract % to total project %

Additional information may be requested subsequent to your responding to this bid request.

1.4. Bidder's EEO Status and Report

As a condition of doing business with the City the selected respondent must be certified by the City as an Equal Employment Opportunity Employer. Certifications must be renewed annually. If your firm is not currently certified you may obtain the required forms on-line at: <http://www.hartford.gov/purchasing/documents.htm> and submit completed forms with your response. To check the current status of your EEO certification contact the Office of Human Relations, 860.543.8595, fax 860.722.6486 or email: LRuiz@hartford.gov.

SECTION 2

SPECIAL PROVISIONS AND TECHNICAL SPECIFICATIONS

SECTION 01010

Summary of Work

PART 1 GENERAL

1.01 **RELATED DOCUMENTS**

- A. The General Documents, as listed on the Table of Contents, and applicable parts of Division 1, GENERAL REQUIREMENTS, shall be included in and made a part of this Section.
- B. Examine all Contract Documents and all other Sections of the Specifications for requirements therein affecting the work of this trade.

1.02 **GENERAL PROVISIONS**

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 1 - GENERAL REQUIREMENTS, which are hereby made a part of this Section of the Specifications.

1.03 **WORK UNDER THIS CONTRACT**

- A. The General Contractor shall be prime contractor and shall assume all related responsibilities specified herein and shown on the Contract Documents.
- B. The work under the contract shall include but not be limited to the following elements. Refer to all sections of the specifications and all Contract Documents for complete understanding of the scope of work.
 - 1. Obtain all necessary permits prior construction; the park is owned by the City of Hartford, but the property is located in the town of West Hartford; the Contractor shall secure and pay for all applicable permits and fees required by the Town of West Hartford as applicable to this project.
 - 2. Establish equipment and materials storage areas.
 - 3. Contact and coordinate all work with utility companies.
 - 4. Salvage and demolish various components at each specific site as outlined throughout the documents.
 - 5. Preparation of various areas at each specific site to received relocated components and new work.
 - 6. Provision and installation of new components and finishes at each specific site.
 - 7. Cleaning of various areas and components at each specific site.
 - 8. Restoration of all adjacencies that may be disturbed, interior and exterior, during the execution of the work outlined within the documents to an equal or better than prior to construction condition.

1.04 **EXAMINATION OF SITE**

- A. The bidders are expected to examine and to be thoroughly familiar with all Contract Documents and with the conditions under which work will be carried out. The Owner will not be responsible for errors, omissions and/or charges for extra work arising from General Contractor or Subcontractor's failure to familiarize themselves with the Contract Documents or existing conditions. By submitting a bid, the bidder agrees and warrants that he has had the opportunity to examine the site and the

contract documents, that he is familiar with the conditions and requirements of both and where they require, in any part of the work, a given result to be produced, that the contract documents are adequate and that he will produce the required results.

1.05 CONTRACT METHOD

- A. Work under this contract shall be one lump sum price, for the scope of work as described in these specifications and shown on the Contract Documents.

1.06 SUMMARY REFERENCE

- A. The work can be summarized by reference to requirements of the various contract documents, which in turn make reference to the requirements of other applicable provisions which control or influence the work; and these references can be summarized but not necessarily limited to:
1. Executed Owner-Contractor Agreement bound herewith.
 2. General Conditions which are bound herewith
 3. Drawings which are listed on a "List of Drawings" and bound herewith.
 4. Specification Sections which are bound herewith.
 5. Addenda and Modifications to the Contract Documents which have been either Bound herewith or distributed by transmittal subsequent to the binding hereof.
 6. Governing Regulations which have a bearing on the performance of the work; copies can be obtained from or reviewed at the local, State or Federal Agency responsible for the regulation in each case.
 7. Submittals, copies of which are retained by the Contractor at the site.
 8. Miscellaneous elements of information having a bearing on performance of the work, such as weather forecasts and reports of general trade union negotiations; copies must be obtained by the Contractor through normal channels of information.

1.07 WORK SEQUENCE

- A. The General Contractor shall be responsible for scheduling his work activities, and work sequence, to facilitate any simultaneous work of constructing the site. Work shall be fully coordinated to ensure that the contract is completed no later than December 19, 2008.

1.08 CONTRACTOR USE OF PREMISES / WORK LIMITS

- A. The Contractor(s) performing the work for the contract shall coordinate with the owner, or owners' representative, for the designation of storage areas, stockpile areas, and sequence of work for each specific project location identified. The contractor shall obey all laws within Connecticut. Generally and specifically this includes all work described in this Division 1 Section and all other Sections of this Specification and all other Contract Documents.

1.09 SITE RESTRICTIONS

- A. Do not encroach on surrounding areas in any way. Public sidewalks and park walkways must be kept open, operational and free of construction hazards during construction.
- B. Adhere to the provisions of the City of Hartford Noise Ordinance.
- C. Coordinate all activities with the City of Hartford Representative (Owner's Representative), including staging area near the project site and access to the specific locations. The Owner is willing to work with the Contractor to facilitate site access and use.

1.10 WAGE RATES

- A. Prevailing wages rates shall not apply to this project.

1.11 COORDINATION AND INTENT

- A. The General Contractor shall be responsible for incorporating into his contract bid all necessary work activities, time factors, and cost implications that may occur as a result of coordination activities.
- B. It is the intent of the specifications and drawings to call for finished work, ready for use. Except where otherwise stated in these specifications or on the plans, all materials, equipment, and apparatus shall be new and of first-class quality.
- C. Any apparatus, material, or work not shown in the Drawings, but mentioned in the specifications, or visa versa, or any incidental accessories, or minor details not shown, but necessary to make the work complete in all respects, even if not particularly specified, shall be provided by the Contractor without additional expense to the Owner.
- D. The locations of all items shown on the drawings or called for in the specifications that are not definitely fixed by dimensions are approximate only. The exact locations necessary to secure the best conditions and result must be determined at the project and shall have the approval of the Owner's Representative before being installed. Do not scale drawings.

1.12 FIELD ENGINEERING

- A. Provide field engineering services; establish grades, lines and levels, by use of recognized engineering survey practices. Survey layout and control shall be performed by a Connecticut Licensed Land Surveyor or Engineer.

1.13 LAWS, ORDINANCES, PERMITS AND FEES

- A. The Contractor shall give all necessary notices, obtain all permits, file all necessary plans, prepare all documents and obtain all required Certificates of Inspection for his work and deliver same to Owner's Representative before request for acceptance and final payment for work.
 - 1. Fees for all permits shall be paid in full by the Contractor as part of the project cost. The property is owned by the City of Hartford, but it is located in the Town of West Hartford. All applicable permit fees shall be in compliance with all local state and federal agencies having jurisdiction and in full compliance with the Town of West Hartford's requirements. Any other fee or permit that may be required to be issued by the City of Hartford Public Works and/or Licenses and Inspections, are waived except for the fee to be paid to Licenses and Inspections for the State Educations Fee of \$0.16 per \$1,000.00.
- B. The Contractor shall include in the work, without extra cost to Owner, any labor, materials, services, apparatus, drawings, (in addition to contract drawings and documents) in order to comply with all applicable laws, ordinances, rules and regulations whether or not shown on Drawings and/or specified.
- C. All materials furnished and all work installed shall comply with the rules and recommendations of the National Board of Fire Underwriters, with all requirements of Local Utility companies, with the

recommendations of Fire Insurance Rating organization having jurisdiction, and with requirements of all governmental departments having jurisdiction.

1.14 REFERENCE STANDARDS

- A. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. The date of the standard is that in effect as of the bid date, except when a specific date is specified.

1.15 PROJECT MEETINGS

- A. Project meetings shall be held on a basis subject to the discretion of the Owner and/or Owner's Representative.

1.16 PERMITS, INSPECTION AND TESTING REQUIRED BY GOVERNING AUTHORITIES

- A. If the Contract Documents, laws, ordinances, rules, regulations or orders of any public authority having jurisdiction require any portion of the work to be inspected, tested or approved, the General Contractor shall give the Owner's Representative and such Authority timely notice of its readiness so the Owner's Representative may observe such inspection and testing.
- B. Prior to the start of construction, the General Contractor shall complete application to the applicable Building Code enforcement authority for a building permit. Such permit shall be displayed in a conspicuous location at the project site.
- C. General Contractor shall bear all costs associated with the acquisition of and compliance with all fees and permits required for the work, unless otherwise provided for herein.

1.17 CUTTING, CORING, PATCHING, UNLESS OTHERWISE INDICATED

- A. The General Contractor shall do all cutting, coring, fitting and patching of his work that may be required to make its several parts come together properly and fit it to receive or be received by work of Subcontractors shown upon all Contract Documents and Specifications.
- B. Expense caused by defective or ill timed work shall be borne by party responsible at no additional expense to the Owner.
- C. The General Contractor shall not endanger any work by cutting, coring, excavating, or otherwise altering the work and shall not cut or alter the work of any or other Subcontractor without the consent of the Resident Engineer.
- D. Where field cutting and coring are authorized or directed, the General Contractor shall provide adequate reinforcement of the weakened area in such form as is approved by the Resident Engineer.

1.18 DEBRIS REMOVAL

- A. The Contractor shall remove all debris from the job site on a daily basis and is responsible for the disposal of any debris in compliance with all applicable laws ordinances and regulations from any agency, local, state or federal having jurisdiction.

- B. Contractor shall not store debris or stockpile materials that in any way restrict the use of driveway or dwelling to the property. The Contractor shall immediately remove any materials from storage locations if requested to do so by the Owner or Owner's Representative. Such moves shall be made at the sole expense of the Contractor.

1.19 FIELD MEASUREMENTS

- A. Although care has been taken to ensure their accuracy, the dimensions shown for existing items and structures are not guaranteed. It is the responsibility of the General Contractor to verify these dimensions in the field before fabricating any construction component. No claims for extra payment due to incorrect dimensions will be considered.
- B. The General Contractor shall take responsibility for determining means and methods necessary to schedule and install materials and equipment in the proper locations. No additional compensation will be allowed for partial demolition and subsequent patching necessary to install large or ill-timed equipment.

1.20 SUPERVISION OF WORK

- A. The Contractor shall be held directly responsible for the correct installation of all work performed under this Contract. He must make good repair, without expense to the Owner of any part of the work which may become inoperative on account of leaving the work unprotected or unsupervised during the construction of the system or which may break or give out in any manner by reason of poor workmanship, defective materials or any lack of space to allow for expansion, contraction of the work during a period of one year from date of final acceptance of the work by the Owner.

1.21 SAFETY REGULATIONS

- A. These Contract Documents, and the construction hereby contemplated shall be governed at all times by applicable provision of all Federal and State laws.

1.22 PHASING AND PRIORITIES

- A. Attention is drawn to the interlocking nature of much of the Work. General Contractor shall have the responsibility for coordinating the scheduling and sequencing of all of the work.
- B. Pay careful attention to work scheduling and give careful thought to the sequencing of the work so that all work is performed expeditiously in the appropriate order. Demonstrate on the construction schedule specified in the Division 1 Section, SUBMITTALS, of this Specification, how related work is to be phased.
- C. To expedite construction progress on this project, the General Contractor shall order all material immediately after the approval of Shop Drawings and shall obtain a fixed date of delivery to the project site for all materials ordered which shall not impede or otherwise interfere with construction progress.

1.23 PROTECTION OF PROPERTY

- A. The General Contractor shall hold the Owner harmless from all claims arising from the use of public streets, sidewalks, and adjoining property for construction purposes.
- B. Keep all access roads and walks clear of debris, materials, construction plant and equipment during site operation. Repair all elements and the like where disturbed by site operation and leave

them in as good condition after completion of the work as before operation started. If encroachment is required to further the construction operations the Contractor shall secure all required permits from any agency, Local , State and or Federal having jurisdiction, and shall provide any required on-site police or otherwise support at no additional cost to the Owner.

- C. Protect everything on the premises from injury by water, frost, wind, fire, accident or other cause, and any interference.

1.24 EXISTING UTILITIES/DIG-SAFE NOTIFICATION

- A. Contractor shall notify public and private utility companies as required by law in advance of construction so that existing utilities may be accurately located and identified by the appropriate agency or utility. The contractor shall call Call-Before-You-Dig and secure the location of any utility that may be disturbed by the work under this contract and shall provide written confirmation of said utilities and their respective locations to the Owner prior to beginning of any contract related activity.

1.25 TIME LIMIT

- A. The following schedule shall apply to the work of this Contractor:

The Contractor shall be COMPLETE with all the work under this contract by December 19, 2008.

1.26 PROJECT SIGN

- A. The Contractor shall erect a Project Sign located so as not to require relocation during construction. The Contractor shall secure and provide any applicable permit that may be required. Proposed location and proposed text and face of sign shall be approved by the Owner's Representative. Contractor shall submit a Shop Drawing illustrating scaled image of sign face for approval by Owner's Representative. Sign shall be 6 feet long by 4 feet high with the bottom of the sign mounted at 4 feet above the adjacent grade and secure to the ground in compliance with all laws ordinances and regulations from any agency, Local, State and or Federal having jurisdiction and shall include:
 - a. City of Hartford
 - b. Project name as listed under the Document
 - c. The name of the Contractor
 - d. The name of the Consultants
- B. The sign shall remain on-site until Project Closeout and shall be removed at the completion of the project.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

END OF SECTION 01010

SECTION 01020

Allowances

PART 1—GENERAL

1.01 RELATED DOCUMENTS

- A. The General Documents, as listed on the Table of Contents, and applicable parts of Division 1, GENERAL REQUIREMENTS, shall be included in and made a part of this Section.
- B. Examine all Contract Documents and all other Sections of the Specifications for requirements therein affecting the work of this trade.

1.02 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 1 - GENERAL REQUIREMENTS, which are hereby made a part of this Section of the Specifications.

1.03 SUMMARY

- A. This Section includes administrative and procedural requirements governing allowances.
 - 1. A Contingency Allowance is hereby established. In all cases, this allowance includes installation if applicable. Allowance has been established in lieu of additional requirements. Additional requirements will be issued by Contingency Authorization (CA).
- B. Types of allowances include the following:
 - 1. Contingency Allowance.

1.04 CONTINGENCY ALLOWANCES

- A. Use the Contingency Allowance only as directed by Owner's Representative for Owner's purposes and only by Contingency Authorizations that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit and related costs for products and equipment ordered by Owner under the contingency allowance area included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, bond and similar costs.
- C. Contingency Authorizations authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project Closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.02 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.03 SCHEDULE OF ALLOWANCES

- A. Contingency Allowance No. 1: Include \$5,000 (Five Thousand Dollars) as a contingency allowance for this project.

END OF SECTION 01020

SECTION 3

GENERAL INFORMATION FOR PREPARATION AND DELIVERY OF A RESPONSE

Rev. 062708

Definitions:

Bid or Proposal refers to any form of solicitation the City may use such as a Request for Bids (RFB), Request for Proposals (RFP) or request for Response (RFR).

Candidate or Respondent refers to an individual or company who is considering or has submitted a response to a solicitation. This is also commonly referred to as “bidder.”

City refers to the City of Hartford, the Hartford Public Schools and any other governmental entity participating in the RFR process and/or resulting award(s).

Provider refers to the Candidate or Candidates who receive an award and who enter into a contract with the City.

3.1 HOW TO RESPOND: Supply the required information on and along with the response form. An explicit agent of your organization must sign (your Mercury Commerce login is your electronic signature) and submit the response form and any supplementary proposal document.

HARD COPY RESPONSES ARE NOT ACCEPTED BY THE CITY. ALL RESPONSES MUST BE SUBMITTED THROUGH THE MERCURY COMMERCE WEBSITE.

A. The City accepts electronic responses through Mercury Commerce as it makes preparing and distributing response summary information and the award process much more efficient.

1. Do not wait until the due day to begin to prepare your response. Your information is confidentially stored until the bid opening date and time. No one has access to it, including the City. You can change your information anytime up until you submit it in advance of the response deadline.

2. Preparing your response early also helps avoid issues related to computer equipment or Internet access malfunction. It is the Candidate's responsibility to ensure that responses are received in their entirety, on time and at the required location. The City assumes no liability in the event that a Candidate's electronic transmission is not received by the City in a timely fashion, or is not received either in its entirety or error-free.

B. Reserve

C. A certified check or bid bond, *when required*, will be specified in the Invitation to Respond and must accompany your response in the amount indicated. Certified checks will be returned to all unsuccessful Candidates upon the awarding of the contract. The successful Candidate's surety shall be held pending receipt of payment and performance bonds and execution of contract.

Bonds may be delivered via an electronic bid bond service such as Surety 2000, (www.surety2000.com) scanned and attached to your on-line submission*, mailed or hand delivered. *If you elect to scan and attach your bond to an on-line submission, the original surety documents must be delivered to the address in (F) below within one working day of the response deadline.

If your response is not accompanied by a bond, certified check or proof that a valid bond has been obtained at the RFR opening it may be rejected.

If you manage a **small business** and have difficulty obtaining bonds (or just haven't done it before) help is available from the Small Business Administration (SBA) through "The Surety Bond Guarantee Program." One of the bonding companies working with this program is Suggs & Associates in Windsor, CT. For more information go to www.sba.gov, choose "Services." Then select "Financial Assistance" and click on "Surety Bond."

D. The successful Candidate may be required to furnish a performance bond and payment bonds, each for the full contract amount, prior to execution of a contract and/or performance under Purchase Orders. Indicate the cost for these bonds, to be added to the contract sum on the response form.

For 3.1, C & D:

Surety Companies must be listed on the current Federal Register, licensed in the State of

Connecticut and have an underwriting limitation exceeding the value of the project with no more than 5% of capital in surplus tied to any one risk.

Banks must have a branch office in Connecticut with insurance provided by the FDIC.

E. Responses delivered electronically. Submitting responses on-line avoids many of the traditional hassles such as traffic jams, no parking or receipt verification. It also speeds the delivery of two-way information. In using this tool Candidates are accepting the following understandings, qualifications and limitations:

1. The City is not responsible for the confidentiality of information transmitted via fax, email or other means. Candidates can best protect the confidentiality of their submission by using the secure server services available through [Mercury Commerce.com](http://MercuryCommerce.com) and protecting their password(s).
2. If you choose to supply any marketing material or other informational literature we prefer that it is scanned and attached to your electronic response. If that is not possible you may mail copies to the address in (F) below.
3. Responses transmitted electronically which have a bond requirement are subject to the same submittal requirements as those responses delivered via traditional means.

F. If additional copies of your response are requested or you are providing informational literature that cannot be scanned and attached to your electronic response, deliver this information to Hartford City Hall, Procurement Services, 550 Main Street, Hartford, Ct. 06103. Be sure to indicate the request number, name, and opening time on the outside of the envelope.

Failure to follow these guidelines may be just cause for rejection of the response.

G. If additional copies of your response are requested or you are providing informational literature that cannot be scanned and attached to your electronic response, deliver this information to Hartford City Hall, Procurement Services, 550 Main Street, Hartford, Ct. 06103. Be sure to indicate the request number, name, and opening time in the spaces provided.

Failure to follow these guidelines may be just cause for rejection of the response.

G. Mercury Commerce has no affiliation with the City of Hartford other than as a supplier that facilitates electronic communication between the City and its suppliers. Mercury Commerce is an independent entity and is not an agent or representative of the City. Communications to Mercury Commerce do not constitute communications to the City, until such time as such communications have been delivered to the City.

3.2 CORRECTION OR WITHDRAWAL OF BIDS; CANCELLATION OF AWARDS. Correction or withdrawal of inadvertently erroneous bids, including corrections to pricing if the accurate price can be derived from the bid response submitted prior to the bid deadline, before or after award, or cancellation of awards of Contracts or Purchase Orders based on such mistakes, shall be permitted with the approval, in writing, of the Procurement Manager.

3.3 QUANTITIES AND/OR USAGES: Quantities and/or usages are estimates only and in no way represent a commitment and/or intent to purchase the estimated amount. Actual quantities and delivery points may vary. The City reserves the right to order all quantities that may be needed, at the contract price, during the contract term regardless of the estimates provided in

this RFR.

3.4 QUESTIONS & ADDENDA: Candidates are responsible for obtaining all addenda related to this RFR.

Addenda information is available over the Internet at <http://www.mercurycommerce.com/>. It is the Candidate's responsibility to ensure that they have all addenda issued. Candidates are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.

Questions related to this project must be received in writing 72 hours in advance of the response submittal deadline. We strongly recommend that prospective Candidates review specifications early in the solicitation process and submit all questions at one time. Written questions are to be sent to the buyer whose name appears on the invitation via email.

Responses shall be in writing, posted, in the form of an addendum at <http://www.mercurycommerce.com/>.

All communications related to this project are to be directed through the Procurement Services Department. *Candidates found to be communicating with City or School staff outside and without the knowledge of Procurement Services will have their response rejected.* The City of Hartford, the Public Schools, or its agents shall not be responsible for any oral instructions or interpretations given to a Candidate.

3.5 CRITERIA FOR AWARD: This Request for Response (RFR) does not necessarily contemplate an award based solely on price. Rather, the City reserves its rights to accept or reject any or all responses or any portion thereof that it may determine to be in its own best interests, for whatever reason.

3.6 QUALIFICATIONS OF CANDIDATES OFFERING A RESPONSE: The City may make such investigations as deemed necessary to determine the ability of the Candidate to perform the work and the degree to which any Candidate meets the criteria for award listed herein. Each Candidate agrees to furnish the City any additional information requested.

If this RFR is set-aside for award to a small, minority or women owned business enterprise you must receive certification prior to award. This program is described in Sec. 2-559 of the Hartford Municipal Code and can be found at:

<http://www.hartford.gov/purchasing/Documents.htm>. Qualified business, not currently certified, may obtain application forms from:
http://www.hartford.gov/human_relations/ohr2.0/MWBE%20Certification.htm.

3.7 THE REQUEST FOR RESPONSE (RFR) PROCESS: Solicitations are advertised as required by law. The City may also send invitations to businesses as it deems appropriate. Placement on a vendor mailing list or a history of having received invitations in the past or having received prior contract awards in no way obligates the City to continue any form of direct notification. At the discretion of the Procurement Manager the City may remove vendors from the mailing list for whatever reason including a poor performance history or failure to respond to previous invitations.

3.8 CONTRACTING: The City reserves the right to require the successful Candidate to execute a contract in a format supplied by the City. The terms and conditions of the contract to be signed upon the award of the RFR will supersede any inconsistent provision of the RFR

documents. If the Candidate receiving a full or partial award fails to execute a contract as required, they shall be liable for, and agree to pay, on demand, the difference between the price bid and the price for which such contract is subsequently re-awarded, including the administrative cost of reissuing the contract. These costs will be recovered through the bid bond, if submitted, and any remaining sums due will be paid by the Candidate.

The award of any contract is subject to the following conditions and contingencies:

- (a) The approval of such governmental agencies as may be required by law.
- (b) The appropriation of adequate funds by the proper agencies.
- (c) Compliance with all applicable laws, regulation, ordinances and codes of the United States, the State of Connecticut and the City of Hartford. Sections of Hartford's Code which are most often applicable such as Living Wage for services and Set-aside program for Small and Minority business enterprises are posted at: <http://www.hartford.gov/purchasing/documents.htm>. The entire City Code is available at off the City's Home page: <http://www.hartford.gov>.
- (d) The selected Candidate must be current in all tax or any other monetary obligation owed to the City of Hartford.
- (e) The selected Candidate must have a current EEO certification (see section 3.10) on file with the City.
- (f) If the Candidate is a corporation or other legal business entity, it must have a current license to do business in the State of Connecticut that is on file with the Connecticut Secretary of State's office, or it must be organized under the laws of the State of Connecticut and current in terms of its required filings.

3.9 CONTRACT DOCUMENTS The Contract documents consist of the Agreement between Owner and Contractor (hereinafter the Agreement), this Request for Response (RFR) and its referenced documents, General and Supplementary Conditions, drawings, any Addenda issued, the Contractor's response to the RFR, other documents listed in the Agreement and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive or (4) a written order for a Minor change in the Work issued by the Design Professional on behalf of the City; the Contract Documents do include other documents such as bidding requirements.

3.10 OBLIGATIONS OF THE CANDIDATE: At the time of the opening of proposals, each Candidate will be presumed to be thoroughly familiar with the City's requirements, and the objectives for each element of the project, item or service. A plea of mistake in the accepted response shall not be available to the Candidate for the recovery of the bid surety or as a defense to any action based upon an accepted response.

3.11 REQUIRED FORMS:

- a) Candidate's EEO Report: As a condition of doing business with the City the selected respondent must be certified by the City as an Equal Employment Opportunity Employer. Certifications must be renewed annually. If your firm is not currently certified you may complete the required forms on-line through Mercury Commerce. Alternatively, you may down load forms from: <http://www.hartford.gov/purchasing/documents.htm> and submit completed forms with your response. To check the current status of your EEO certification contact the Office of Human Relations, 860.543.8595, fax 860.722.6486 or email: LRuiz@hartford.gov.

If your company employs four (4) or more people, please submit your EEO Policy Statement with your Response.

b) Taxpayer's Identification Number: Every respondent must provide their Taxpayer Identification Number on the response form. Award recipients, whether an individual, proprietor, partnership or a non-profit corporation or organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City.

3.12 SITE INSPECTION: Information contained in these documents is provided in good faith only that all Candidates may have access to the same information utilized by the City, and is not intended as a substitute for personal investigations, interpretations and judgment of the Candidate. As information may be approximated or incomplete, Candidates should conduct a thorough inspection or study of existing conditions/equipment. Any discrepancy, or need for clarification must be brought to the attention of the Architect/Engineer prior to the bid opening.

Submission of a bid shall be evidence that the Candidate has examined the site, compared it with the drawings and specifications and satisfied itself of the conditions existing at the site, the storage and handling of materials, and all other matters incidental to the work under this contract.

No additional compensation will be allowed for difficulties which the Candidate could have discovered or reasonably anticipated prior to bidding.

3.13 PREVAILING WAGES

Pursuant to Section 2-550 of the Hartford Municipal Code, "the wages paid to any mechanic, laborer or workman employed upon the work herein contracted to be done shall be at a rate of wage customary or prevailing for the same work in the same trade or occupation in the City of Hartford." A report of the most current prevailing wage rates as reported by the United States Department of Labor is provided with the Request for Bid.

3.13.1 Contractor's Wage Certification

Bidders are required to complete and submit with their bid, the "Contractors Wage Certification Form" certifying that they will pay all workmen on the payroll the prevailing wages set forth by the United States Department of Labor.

3.13.2 Weekly Monitoring of Wages

The successful Contractor and its subcontractors shall submit to the City of Hartford, Human Relations Director, on a weekly basis within seven (7) days after the regular payment date of the payroll period, a weekly statement of compliance on the City of Hartford form entitled "Payroll Certification Form" a copy of which is provided herein. Due and timely compliance with this provision by making delivery to the Hartford Human Relations Director, 550 Main Street, Ground Floor, Hartford, CT 06106 shall be a condition precedent to the approval and transmittal of the next and succeeding payments by the City to the contractor under the terms of this agreement.

3.14 RETAINAGE: When progress payments are being made for items being built or designed, the City may retain 5% of the total project cost until such time as a satisfactory guarantee bond, if required, is posted with the City, or other terms for retainage, as may be specified in the contract for this project, are met.

3.15 ACCEPTABLE BRANDS: The RFR specifications are not intended to limit consideration to the particular service organization or manufacturer from which they were developed. References to brand names or numbers are to be interpreted as establishing a standard of quality and is not to be construed as limiting competition. Brand names used within these specifications shall be presumed to be followed by the words "or approved equal".

Burden of proving a product and/or material as equal to a specific product and/or material by brand name is the responsibility of the Provider.

Final determination as to what is an "or equal" product will be made by the Procurement Manager in conjunction with other City staff. The City will award on the basis of the criteria stated herein, and reserves the right to waive or require compliance with any element of the specifications.

3.16 SAMPLES: Samples are furnished free of charge and may be held for comparison with deliveries. Candidate must arrange for their return if desired.

Samples are assumed to meet, at a minimum, City specifications for quality. All deliveries shall have at least the same quality as the accepted proposal sample. Latent deficiencies will be remedied by the contractor at no additional cost, or loss of service, to the City.

3.17 RESPONSE DEVELOPMENT: Candidates are responsible for all costs and expenses incurred in the preparation of a response and for any subsequent work on the response that is required by the City of Hartford. Any submittal is the property of the City of Hartford and will not be returned.

3.18 REGISTERING WITH THE SECRETARY OF STATE: Generally a foreign (meaning out of State) corporation or LLC must file with the Secretary of State Office to do business in the state. Foreign Corporations should review Sect. 33-920 of the Connecticut General Statutes. If they do not find that the exemptions apply to them they must file a "Certificate of Authority."

Foreign LLC's are covered under Sections 34-222 to 34-236. If the exemptions (in 34-235) do not apply to them they must file a "Certification of Registration."

Companies may obtain forms and more information from the Secretary of the State web site located at: <http://www.sots.ct.gov/CommercialRecording/Crdindex.html>. Their number is 860.509.6002.

The State of Connecticut General Statutes can be found at: [http://search.cga.state.ct.us/dtsearch pub statutes.html](http://search.cga.state.ct.us/dtsearch_pub_statutes.html). Enter the section number with hyphen and in the "In Database(s)" window select "Statutes - Section text."

3.19 TIME PROVISIONS: The content of any response submitted is to remain valid and available to the City for ninety (90) days from the day proposals are due.

3.20. PERFORMANCE BOND AND LABOR & MATERIAL BOND

The successful contractor will be required to submit a Performance Bond and Payment Bond in the amount of 100% of contract award within 10 days of award. Said bonds shall be issued by an Insurance Company and said surety companies must be listed on the current Federal Register, licensed in the State of Connecticut with an underwriting limitation exceeding the value of the project with no more than 5% of capital in surplus tied to any one risk.

3.21. INSURANCE

List the name and address of the bidder's insurance agent as part of the bid. The successful Contractor shall be required to furnish insurance coverage, acceptable to the City, within ten (10) days from notice of award and must name the City as an additional insured on the face of the document. The City's standard insurance requirements are available at <http://www.hartford.gov/purchasing/Documents.htm>. Download document #1007_Construction Insurance Requirements.

3.22 PERFORMANCE EVALUATION

The Contractor understands that during the course of and at the conclusion of the project that the City will evaluate his/her overall performance. Based on information gathered from the City's project management team, the Procurement Manager will assess factors including, but not limited to, quality of work or service, completion record, job supervision, working relationship with other providers, bills for extras, organization, cooperation, worksite cleanliness and compliance with City MBE requirements. The contractor further understands and agrees that this record will be available for public scrutiny both in the project file and on the City's website for a minimum of two years. The contractor will not contest the Procurement Manager's scoring which will be final.

3.23 SUBCONTRACTORS

The Bidder shall not subcontract any portion of the project to be performed unless the prior consent of the City is given for both the work to be subcontracted and the subcontractor to perform the same. The terms and conditions of the underlying contract between the City and Contractor will become part and parcel of the terms and conditions of each subcontract. The identities of subcontractors will be submitted after the bid opening.

For the Lump Sum Bid:

Bidders are required to indicate in the space provided on the response form:

- a. The nature of work to be performed by each subcontractor;
- b. The subcontractor's business name
- c. The dollar amount of the individual subcontract included in the base bid;
- d. The percentage of the value of the subcontract to the base bid;
- e. If the subcontractor is a woman / minority business enterprise currently certified by the City of Hartford.

For the Alternates:

Identify the information outlined in 3.23 a-e for any alternate bid item(s) separately.

3.24. Minority Business Utilization (MBE)

Bidders are required to set-aside for Minority Businesses the portion of work specified in the "Construction Contract Summary" sheet located behind the cover sheet for this bid. Bidders are encouraged to exceed the set-aside requirement specified. The City's Minority Business listing as further described in section 3.6 shall be used by Bidders in selecting minority business contractors.

The sum of all minority business subcontracts shall be equal to or greater than the percentage specified in the "Construction Contract Summary Sheet" regardless of how the bid is awarded (base only or base plus one or more alternates). Failure to comply with the required percentage of minority business utilization will be cause for rejection of bid.

When alternate bid items are included in the proposal, the "Subcontractor Utilization Commitment" form should be completed separately for each alternate bid item.

3.24.1 City Certification Required

Bidders shall utilize Minority subcontractors who hold a current certification by the City of Hartford. Certifications by any other government entity shall not be sufficient to qualify the subcontractor to participate in the City of Hartford's minority business utilization preference program. In selecting its minority subcontractors, Bidder is cautioned to seek documented proof that its subcontractors hold valid certification by the City. Failure to identify City certified Minority Business subcontractors will be cause for rejection of bid.

3.24.2 Percentage of Work to be Performed

Designated MBE's shall perform at least 70% of the work with their own forces and as part of their own operations excluding the manufacture or purchase of proprietary products.

3.24.3. Minority Business Listing

A listing of Minority Businesses holding certification by the City of Hartford is available at http://www.hartford.gov/human_relations/REGREPORTReformat.pdf or in the Office of Human Relations, 550 Main Street, Hartford, CT 06103. The City's listing of minority businesses is comprised of companies whereby at least 51% of the company is owned and operated by one or more of the following group persons: Black Americans, Hispanic Americans, Women, Asian Pacific Americans, Pacific Islanders, American Indians and descendants from the Iberian Peninsula. It should be understood that such listings are made available to assist Bidders in satisfying bid requirements; however, Bidder's selection of a subcontractor is its sole responsibility and all work performed under the contract shall be Bidder's sole responsibility. The City does not sponsor or recommend the selection of any one vendor. Certification by the City of Hartford as a minority business does not imply that the business is qualified to perform the work specified in this bid. The City reserves the right to request alternate minority subcontractors for whatever reason.

3.24.4. Proof of Minority Business Utilization Required

Prior to award of contract, the successful Bidder shall be required to file with the City Engineer the actual form of subcontract with subcontractor(s) named in at least the minimum dollar value as stated in the "Subcontractor Utilization Commitment" form. The subcontract shall state the percentage of work which will be performed by the MBE with its own forces and as part of its operation. Failure to comply with proof of subcontract within 10 days of notification may result in the rejection of bid and may be cause for forfeiture of Bidders' bid surety. Further, the City reserves the right to monitor the performance and payment of such subcontracts; therefore, upon request by the City, the successful Bidder shall be required to furnish proof of payment to its subcontractors. Failure to comply with such monitoring requirements within ten days of written request will result in the withholding of payment to Bidder

3.24.5 Changes in Subcontractors after Award

The successful Bidder may not change subcontractor(s) after the contract has been let unless and until it has received written approval from the City of Hartford. Any such approval shall be based upon a written request by the Contractor or City, which details performance and/or other issues related to the subcontractor(s).

3.25 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION REQUIREMENTS

General Information

3.25.1 The successful Bidder, as a condition of being awarded this contract shall agree to comply with all contractual Equal Employment Opportunity/Affirmative Action performance requirements as outlined herein. All contractors, sub-contractors, vendors, and labor referral

organizations must, as a condition of their participation upon city of Hartford capital construction projects, comply with the provisions of "Chapter 2, Article X" of the Municipal Code and the "Greater Hartford Affirmative Action Plan" established pursuant thereto. All Bidders are directed to the Proposal section wherein special bid submittal items related to this section are outlined.

3.25.2 The successful Bidder, as requirement of final contract execution will additionally agree to comply with the following provisions:

- a. Sign and submit the document entitled "Equal Employment Opportunity Agreement and Certificate Pursuant To The Execution of a Contract With the City of Hartford, Connecticut".
- b. Sign and submit the document entitled "Affidavit For Becoming Signatory to the Greater Hartford Affirmative Action Plan".
- c. Submit a report of current company employment statistics on the included form. (See Bidding Requirements/Bid Proposal
- d. Submit a copy of company "Equal Employment Opportunity Policy Statement" properly signed by Company official on company letterhead.
- e. Submit an agreement to notify the Hartford Commission on Human Relations as to all employment openings occurring with the company during the pendency of this contract unless otherwise expressly prohibited by collective bargaining agreement (such agreements must be so identified where they exist).

These forms are available on-line at <http://www.hartford.gov/purchasing/Documents.htm> if not included in the Sample Form section.

3.25.3 The successful Bidder further agrees that the requirements as noted in paragraphs 2, a-e shall likewise apply to all on site construction sub-contractors.

3.25.4 Prior to contract award, the City of Hartford reserves the right to review a Bidders qualifications and ability to comply with the equal employment opportunity/affirmative action program requirements as contained in this bid document.

3.25.5 During the Performance of this contract, the contractor will agree to permit authorized City of Hartford staff to perform on-site project monitoring related to the contractual equal employment opportunity/affirmative action performance requirements. The prime contractor, additionally agrees on behalf of his/her company and all subcontractors to submit the following reports during while performing under this contract:

- a. Payroll Certification Form within 10 working days of end of reporting month.
- b. Minority/Women Business Enterprise (M/WBE) Payment Status Reports (where applicable) upon request by the Commission on Human Relations.
- c. Status reports as to special training and/or employment residency requirements (where applicable) upon prescribed forms.

3.25.6 The successful Bidder shall agree that neither he/she nor any subcontractors will discharge, expel or otherwise discriminate against any person because he/she has opposed any unfair employment practice or because he/she has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut State Statutes. The advertisement of employment opportunities shall be carried out in such manner as not to restrict such employment so as to discriminate against individuals because of their race, creed, color, age, sex, national origin, physical or mental handicap, religion, or sexual orientation except in the case of a bona fide occupational qualification or need.

3.26. EEO/AFFIRMATIVE ACTION REPORT

As a condition of doing business with the City the selected Bidder must be certified by the City

as an Equal Employment Opportunity Employer. Certifications must be renewed annually. If your firm is not currently certified you may obtain the required forms on-line at: <http://www.hartford.gov/purchasing/documents.htm> and submit completed forms with your response.

Note that the EEO form contains the Hartford Affirmative Action Plan. The terms and conditions of the Plan are an integral part of the Standard Contract between the City and successful Bidder. A sample report form is included in the "Sample Forms" section of this document. To check the current status of your EEO certification contact the Office of Human Relations, 860.543.8595, fax 860.722.6486 or email: LRuiz@hartford.gov.

3.26.1 Monthly Employment Utilization Report

The successful Bidder shall be required to submit a "Monthly Employment Utilization Report," (the form is provided in this Request for Bid). Bidder agrees to the following goals:

- a minimum of 15% of the total project hours by trade shall be allocated to minority workers.
- a goal of 50% of the total project hours by trade allocated to minority workers.
- a Hartford resident employment goal of 30% by trade.

The EEO Report (available at: <http://www.hartford.gov/purchasing/Documents.htm>), together with the Monthly Employment Utilization report submitted by Contractor will be used to determine compliance with this Affirmative Action Plan. Contractor understands and agrees that its failure to achieve and maintain the minimum minority participation stated herein will be considered a breach of contract.

Specific instructions for completing this form are provided directly on the back of the form. The form shall be submitted to the Human Relations Director, Municipal Building, 550 Main Street, Hartford, CT 06103. Extra copies of the form or assistance in completing the form may be had by calling or visiting the office of the Human Relations Director. It is imperative that this form be submitted on time; failure to do so will be grounds for the City's withholding of all further payments until the forms are received.

END OF SECTION

SECTION 4 - GENERAL REQUIREMENTS OF THE CONTRACT

NOTE: SAMPLE FORMS contain important information on the requirements of contract. You are responsible for obtaining a copy prior to responding. You may obtain copies over the Internet at the links provided below. Adobe Acrobat Reader may be required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided.

Sample Form of Contract, included in this document by reference is available at: http://www.hartford.gov/purchasing/Documents.htm Document titled: Sample Form of Agreement AIA A101	
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Sample General and Supplementary Conditions, included in this document by reference is available at: http://www.hartford.gov/purchasing/Documents.htm Document titled: General Conditions of the Contract AIA A201	
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Sample Performance Bond, included in this document by reference is available at: http://www.hartford.gov/purchasing/Documents.htm Document titled: Sample Performance Bond AIA A312	
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Sample Forms, included in this document by reference, are available at http://www.hartford.gov/purchasing/Documents.htm Document titled: Standard Construction Sample Forms:	
Bid Bond	1
Subcontractor Utilization Commitment	2
Contractor's EEO Report	2
Contractor's Wage Certification form	1
EEO / Affirmative Action Requirements Certificate	3
EEO Policy Statement	1
Certificate of Non-segregated Facilities	1
Affidavit – Signatory to Greater Hartford Affirmative Action Plan	1
Notification of Job Openings During Project	1
About Compliance Reports	1
Monthly Workforce Utilization Report	1
Monthly M/WBE Payment Status Report	1
Final M/WBE Payment Status Report	1
Payroll Certification Form	2

END OF SECTION