

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
ENGINE COMPANY #1 BUILDING COMMITTEE
INVITATION TO BID
Sprinkler and HVAC Renovations
Jordan Fire Station
Bid #11-102**

The Purchasing Agent will receive sealed bids for **Sprinkler and HVAC Renovations for Jordan Fire Station 89 Rope Ferry Rd.** Bids will be received in the Finance Office, 15 Rope Ferry Road, Waterford, CT 06385 until 2:00 p.m. August 10, 2010. Immediately following, all proposals will be publicly opened in the Appleby Meeting Room at Waterford Town Hall. Bids must be contained in a sealed envelope that is clearly marked with the bid name, number, the time and date of bid opening. Bids may be mailed or hand-delivered to the Purchasing Office, 15 Rope Ferry Road, Waterford, Connecticut 06385.

Bid documents may be obtained from:

The Lawrence Associates, Architects/Planners, P.C.,
1075 Tolland Turnpike, Manchester, CT 06042

for \$25.00 using bank check, cash or money order payable to the Town of Waterford.

Any questions regarding, policies, procedures or project specifications are to be directed to the Purchasing Agent **and** the Architect, Richard S. Lawrence via email at krotella@waterfordct.org and lawrence.assoc@snet.net

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates regarding this Bid.

Pre-Bid Conference:

A mandatory, pre-bid meeting will be held on Monday, July 26, 2010 at 10:00 am commencing in the Jordan Fire Station. Bids will not be accepted from Contractors who are not present at the Pre-Bid Conference.

The Town of Waterford reserves the right to accept or reject any or all bids, in whole or in part, and to waive any informality in any bid when such action is deemed to be in the best interest of the Town.

**Kate Rotella
Purchasing Agent**

INFORMATION FOR BIDDERS

1. Sealed bids are invited by the Town of Waterford, CT, hereinafter called the Owner, for the Project: **"Sprinkler and HVAC Renovations – Jordan Fire Station, 89 Rope Ferry Road, Waterford, CT, Bid No. 11-102"**. The Project shall consist of alterations to the existing sprinkler system and new air conditioning systems and related alterations.
2. Bidding Documents have been prepared by The Lawrence Associates, Architects/Planners, P.C., 1075 Tolland Turnpike, Manchester, CT 06042, hereinafter called the Architect.
3. Bids shall be directed to: Ms. Kate Rotella, Purchasing Agent, Waterford Town Hall, 15 Rope Ferry Road, Waterbury, CT 06385, in a sealed envelope clearly marked **"Sprinkler and HVAC Renovations – Jordan Fire Station, 89 Rope Ferry Road, Waterford, CT, Bid No. 11-102"**.
4. Bid submission deadline is at 2:00 p.m., Prevailing Time on Tuesday, August 10 2010, at the Purchasing Agent's Office, Waterford Town Hall, 15 Rope Ferry Road, Waterford, CT 06385. Bids will be publicly opened and read aloud soon after.
5. Bidding Documents in complete sets only will be available at the Architect's Office on and after 11 a.m. Prevailing Time, Thursday, July 15, 2010. A deposit of **\$25.00** for each complete set is required in the form of **A BANK CHECK, CASH OR MONEY ORDER, PAYABLE TO THE TOWN OF WATERFORD.** The deposit will be refunded if Bid Documents are returned within fourteen (14) days after receipt of Bids, for those contractors submitting a Bid, and within seven (7) days of date of issuance of Bidding Documents to those contractors not intending to submit a Bid. Documents being returned shall be in good, usable condition, and if taken apart by Bidder, re-assembled in their original order prior to return to Owner. Non-compliance with any of the above criteria will result in forfeiture of the deposit. Partial sets will not be issued.
6. Each Bid must be accompanied by bid security payable to the Town of Waterford in the amount of 5% of the Bid Sum in the form of Bid Bond, AIA Document A310, from a surety company licensed to do business in the State of Connecticut, pledging that the Bidder will enter into a contract with the Owner on the terms stated in the Bid. No Bids may be withdrawn for a period of sixty (60) days from the date of Bid opening. The amount of bid security shall be forfeited to the Owner if the Bidder, after being notified of selection for the award of the contract for the work, fails to furnish the required bonds and enter into a contract for construction within ten (10) days after such notification.
7. A mandatory Pre-Bid Conference and walk-through will be held on Monday, July 26, 2010 at 10:00 a.m. commencing in the Jordan Fire Station. Bids will not be accepted from Contractors who are not present at the Pre-Bid Conference.
8. Subject to the rights reserved to the Owner in the Paragraphs below, the contract shall be awarded to the lowest responsible qualified bidder.
9. The lowest qualified responsible bidder shall furnish and pay for surety in the full amount of the contract. This bond shall provide 100% security for the faithful performance of the contract and the payment of all persons performing labor or furnishing materials in connection with the contract. Such surety shall be written by a surety company qualified to do business in the State of Connecticut and acceptable to the Owner.
10. The Owner shall have the right to reject any or all Bids, and in particular, to reject a Bid not accompanied by any required bid security or data required by the Bidding Documents or a Bid in any way incomplete or irregular. The Owner shall have the right to waive any informality or irregularity in any Bid received.
11. All questions during the bidding period must be submitted in writing via email to the Purchasing Agent krotella@waterfordct.org and to the Architect: lawrence.assoc@snet.net. ATTN: Richard S. Lawrence.

12. If the bid submission date is not extended, the last addendum shall be issued no later than Thursday, August 5, 2010. The deadline for questions received by the Purchasing Agent and Architect shall be 4:00 p.m. on Tuesday, August 3, 2010.
13. The Town of Waterford is an Equal Opportunity employer and requires an Affirmative Action Policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By signing the Bid Form for this Bid, all vendors and contractors agree to this condition of doing business with the Town of Waterford and should the Town of Waterford choose to audit their compliance, the vendor/contractor agrees to cooperate fully.
14. No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Town of Waterford. The Town of Waterford reserves the right to reject any and all bids and to accept the lowest responsible qualified bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Town of Waterford, it would be in their best interest to do so.