

TOWN OF NEWTOWN, CONNECTICUT

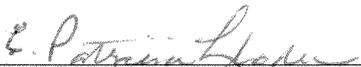
INVITATION TO BID

Sealed bids will be received at the office of the Financial Director, **3 Primrose Street**, Newtown, Connecticut 06470, until but no later than **11:00 am, Monday, November 7, 2011:**

Cover: **ROOF AND GUTTER REPAIRS-NEWTOWN MUNICIPAL CENTER**

(Mandatory pre-bid site inspection: 10:00 am, Thursday, October 27, 2011)

The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown. The Town of Newtown is an Affirmative Action Employer-MBE/WBE are encouraged to bid.



E. Patricia Llodra
First Selectman



Robert G. Tait
Financial Director

PURCHASING AUTHORITY

TOWN OF NEWTOWN PURCHASING AUTHORITY
INSTRUCTIONS TO BIDDERS

1. Submit bids in a sealed envelope plainly marked to identify the particular bid. It is the sole responsibility of the bidder to see that the bid is in the hands of the proper authority prior to the bid opening time.
2. Withdrawals of, or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids, or proposals; to waive any technicality in any bid, or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown, Connecticut.
4. Bidders may be present at the opening of the bids.
5. Bids may be held by the Town of Newtown for a period not to exceed sixty (60) days from the opening of the bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. Bids must be submitted on the Sealed Bid Request form enclosed at the end of this packet. All items must be filled in (unit cost, trade-in for each unit, etc.). Failure to comply with this requirement will automatically void the bid.
7. Trade-ins, when indicated, will be listed on the Sealed Bid Request form. The Town of Newtown reserves the right to trade all, some or none of the vehicles listed as deemed in the best interest of the Town. Bidders may submit a bid on the new vehicles with or without trade-ins or may submit bids on the trade-ins only, either individually or by lot. Trade-ins must be detailed individually as indicated on the Sealed Bid Request form. Trade-ins may be used in determining the lowest responsible bid.
8. The Town may consider proximity of the vendor's service as a factor in determining lowest price and reserves the right to award in whole or part to one or more vendors.
9. The Town agrees to pay for all equipment within thirty (30) working days after the equipment has been accepted and claim (invoice) presented.
10. Bid Security when required must be by a **certified check, letter of credit or surety bond** for five percent (5%) of the total bid, payable to the Town of Newtown. Surety companies and banks must be satisfactory to the Town of Newtown.
11. Performance Bond when required must be by a **certified check or letter of credit or performance bond** for one hundred percent (100%) of the total bid. Surety companies and Banks must be satisfactory to the Town of Newtown.
12. The successful bidder will be required to post a Certificate of Insurance, with the Town of Newtown named as additional insured, in an amount to be determined by the Town of Newtown.

Bid Specifications

Municipal Center Roof & Gutter Repair

The Town is seeking a qualified roof and gutter repair Contractor to correct roof and gutter damage done by winter icing on the Town of Newtown Municipal Center, at 3 Primrose Street. The project area is the gutter and roof above the flat roof over the Town Clerk's vault. There is approximately 60 feet of roof line and gutter to be replaced. The finished job shall restore the gutter and roof line to original appearance and match the remaining and unaffected gutter and roof line. There is a mandatory site visit on Thursday, October 27, 2011 at 10:00 AM. The Town has a supply of matching roof tiles but all other products and/or materials necessary for a complete and finished project will be provided by the Contractor. The Contractor will provide a "lump sum" project estimate and all appropriate material unit and labor rates to calculate "time and material" costs as encountered.

TOWN OF NEWTOWN

SEALED BID REQUEST

BID OPENING DATE – Monday, November 7, 2011 TIME – 11:00am

LOCATION – Financial Director, Town of Newtown Municipal Building, 3 Primrose Street,
Newtown, CT. 06470

BID TITLE – Municipal Center Roof & Gutter Repair

SECURITY REQUIRED – None

DATED IN NEWTOWN – October 24, 2011

**PLEASE NOTE: ONE (1) ORIGINAL AND ONE (1) COPY OF SEALED BID MUST BE
SUBMITTED**

Is your Company a WBE/MBE? _____ or _____
(Yes) (No)

Project estimate \$ _____

Unit Prices

A. Position Total Billed Hourly Rate

Laborer _____

Carpenter _____

Roofer _____

Foreman _____

Other _____

B. Materials – Invoices Plus 10% Markup

C. Overhead Multiplier - _____ %

D. Profit Multiplier - _____ %

COMPANY

SIGNATURE

ADDRESS

SIGNED BY (Print or Type)

ADDRESS 2

TITLE

ADDRESS 3

FAX NO.

TELEPHONE NO.

DATE

TAX ID NUMBER

E-MAIL