

# TOWN OF NEWTOWN, CONNECTICUT

## INVITATION TO BID

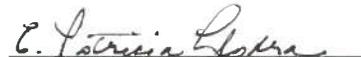
Sealed bids will be received at the office of the Financial Director, 3 Primrose Street, Newtown, Connecticut 06470, until but no later than 11:00AM, Monday, October, 26, 2015:

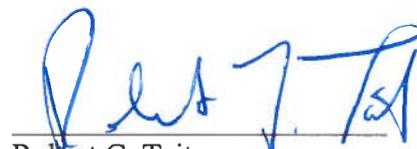
Site Work – Sandy Hook Fire Department Substation

Pre-bid walkthroughs are available by appointment – Contact Conor McManus 203-364-9460

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. Bidders may be present at the opening of the bids.
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. 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.
5. 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.
6. 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.
7. 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.
8. The Town agrees to pay for all equipment within thirty (30) working days after the equipment has been accepted and claim (invoice) presented.
9. 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. If a surety bond is enclosed, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.
10. The Town of Newtown reserves the right to retain the bid security of Bidders to whom an award is being considered until either: (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all bids have been rejected.

11. Prior to awarding any contract exceeding \$25,000.00 for the construction, alteration, or repair for any public building or public work, a 100% performance bond and a labor or materialmen's bond must be furnished by the person to whom the contract is awarded.
12. Performance Bond when required must be by a **certified check, letter of credit or performance bond** for one hundred percent (100%) of the total bid. When submitting a performance bond, bonds must be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.
13. 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.

<b>Scope of Work - Site Work</b>	
<b>Project:</b>	<b>Sandy Hook Fire Department Substation, Sandy Hook, CT 06482</b>
<b>Subcontractor:</b>	
<b>Item #</b>	<b>Item Description</b>
<b>1</b>	<b>General Requirements</b>
<b>2</b>	The Subcontractor has reviewed all the Plans and Specifications provided. The Contract amount includes the necessary modifications to comply with the provided plans, specifications and code requirements. All work to be in accordance with all state, city and local codes, regulations or ordinances having jurisdiction over this work including OSHA requirements. Codes shall supersede these drawings. This scope of work is to be used in conjunction with the plans and specifications and is not to be construed as a complete description of the work of the contract.
<b>3</b>	This subcontractor has included all costs associated with existing conditions at the site. If a visit to the jobsite is necessary, this must be done prior to submitting a proposal and accepting a contract.
<b>4</b>	<b>Contract Documents:</b>
<b>5</b>	All work to comply with the bid documents.
<b>6</b>	<u>Plans include in the bidding documents, which will be made part of the contract documents, are shown on the provided Attachment B drawing list.</u>
<b>7</b>	This contractor acknowledges that the Contract Documents are not fully coordinated and accepts the responsibility to thoroughly review and analyze the complete set of Contract Documents in order to provide a complete system at no additional costs.
<b>8</b>	<p><b>Insurance as follows:</b></p> <p><b>Commercial General Liability; Minimum Limits Required:</b></p> <ul style="list-style-type: none"> <li>- \$1,000,000 General Aggregate</li> <li>- \$1,000,000 Products/Completed Operations Aggregate</li> <li>- \$1,000,000 Each Occurrence</li> <li>- \$10,000 Medical Expense – Any One Person</li> </ul> <p><b>Workers Compensation/Employers Liability; Minimum Limits Required:</b></p> <ul style="list-style-type: none"> <li>- Workers Compensation statutory requirements per applicable state law.</li> <li>- Employers Liability: limits of \$100,000 each accident, \$100,000 per disease with each employee, \$500,000 per disease/policy limit</li> </ul>
<b>9</b>	<b>Taxes and Requisitions:</b>
<b>10</b>	CT sales and use tax on - exempt
<b>11</b>	Retainage to be held at a rate of 5.0%
<b>12</b>	The work includes materials and equipment delivered to the site and stored on site. If this subcontractor needs to be reimbursed for materials and equipment purchase in advanced then that arrangement needs to be formalized prior to the execution of a subcontract.
<b>13</b>	This Contractor understands and accepts the fact that the specified guarantee period on his work will only start when the work is accepted by the Owner. Guarantee period does not start at the time of delivery, or with the use of the temporary service, or testing and balancing.
<b>14</b>	<b>Equipment/General Labor:</b>
<b>15</b>	All appurtenances associated with the scope of work must be included in the contract price.
<b>16</b>	The subcontractor will provide all machinery such as cranes, forklifts, hand carts, etc. and manpower necessary to accept delivery of materials and equipment supplied by this contractor.
<b>17</b>	This contractor is to include the hoisting and rigging of material as necessary for their scope of work to facilitate the construction schedule and restraints. This contractor also to include hoisting of material that is purchased by others, but installed by this subcontractor

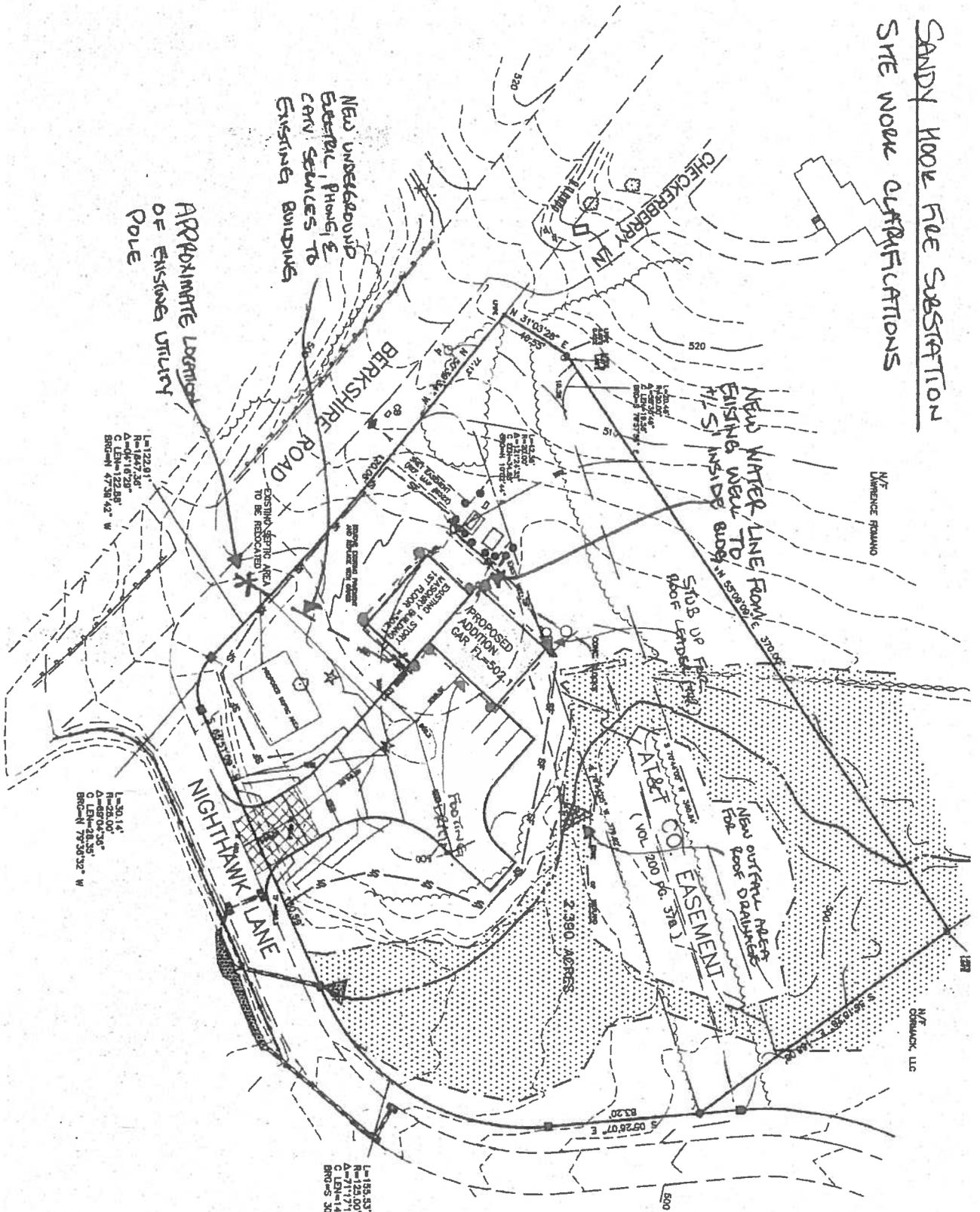
Item #	Item Description
18	Subcontractor shall perform all cutting, drilling, patching, and blocking necessary for the installation of his material and equipment. Subcontractor is responsible for sealing any and all penetrations he may make through firewalls, exterior walls, floors, etc. Material and method of sealing shall meet the specifications of the Fire Marshall, Building Department and/or the Job Superintendent.
19	<b>Safety/Codes/Regulations:</b>
20	All work is to be performed in accordance with OSHA and governing regulatory agency requirements, as well as Claris' safety requirements. The Subcontractor is responsible for all safety requirements relative to the performance of his work, and will also be responsible for reading and understanding Claris' "Project Safety Program" (available upon request). The work includes workmen on site who have been trained in OSHA safety requirements and who have the ability to recognize an unsafe act or condition and has the authority to stop work and make recommendation for improvements.
21	This subcontractor shall furnish toolbox talk summaries to the Claris Superintendent on a weekly basis and shall have a complete binder with all MSDS documentation in place prior to starting construction operations.
22	The Subcontractor agrees that he has reviewed the Plans and Specifications and that this Contract amount includes the necessary modifications to comply with plans and specifications. All work to be in accordance with all state, city and local codes, regulations or ordinances having jurisdiction over this work including OSHA requirements. Codes shall supersede these drawings.
23	<b>Cleaning:</b>
24	Cleanup of and transport to dumpsters all debris generated by this bid Category on a DAILY basis. Subcontractors not conforming to this item will be charged cleaning fees and/or fines. Dumpsters will be provided by others, unless otherwise agreed upon as a contract scope of work item.
25	<b>Power On-Site:</b>
26	Power will not be available on site. This subcontractor shall furnish power source, extension cords and GFCI protection for all cords. Temporary lighting will not be provided inside the buildings at the time of steel erection. Any supplemental lighting required by this contractor shall be provided by this contractor.
27	Any and all foreseen additional power sources such as generators must be included in the contract.
28	<b>Submittals:</b>
29	This contractor is responsible for obtaining all necessary field dimensions and verifying all field conditions prior to fabrication and/or installation.
30	Subcontractor to provide cut sheets, specifications, shop drawings and all other necessary submittals. The submittal must be submitted to Claris Construction in one complete package unless otherwise directed.
31	This subcontractor to maintain as-built drawings during construction as required and, at the completion of work, submit final drawings indicating the final installation of his system as it was installed on the job.
32	<b>Coordination:</b>
33	Construction fencing may be erected around the site. Any removal of fencing to coordinate activities of this contractor must be approved by the Claris Superintendent and all costs associated with removal and replacement is this subcontractor's responsibility.
34	Work to include scheduling and coordinating inspections with the appropriate city inspection departments.
35	All work to be scheduled and sequenced in a manner that will allow for proper timing and sequencing of other work on site.

Item #	Item Description
36	Subcontractor must allow for work in phases/sequence necessary to meet the construction schedule or as directed by the construction manager. This Subcontractor shall coordinate his work with other trades to minimize conflicts in sequencing work and position of material.
37	This Contractor shall adequately man the job. A full in-charge foreman shall be on the job at all times that work under this contract is being performed. A full information list indicating responsible peoples' names and phone numbers including emergency numbers and cell numbers will be required at first kick-off meeting.
38	
39	<b>Specific Items</b>
40	This Subcontractor understands that off normal hour work may be required to maintain schedule.
41	The Subcontract Agreement will include, <b>but is not limited to</b> , providing all labor, materials, tools, equipment and supervision to complete the following specific Work:
42	All work to be scheduled and sequenced in a manner that will allow for proper timing and sequencing of other trade contractor's work
43	It is expressly understood that the site details are diagrammatic in nature and that this subcontractor will be responsible for the design, engineering, coordination and installation of all items required to comply with the design intent and as required to comply with applicable codes. The details shown should be regarded as minimum parameters to perform the work
44	Include site demolition as required.
45	Furnish and install all erosion control, including tracking pads, temporary basin, silt fence, silt sacks, hay bales, filter fabric, etc. per erosion control plan. Periodic inspection and maintenance of these items is included in this scope of work.
46	Furnish and install anti-tracking pads and provide maintenance as needed.
47	Clear and grub as needed.
48	Tree and stump removal and disposal as needed.
49	Removal of existing asphalt, concrete, etc. as needed.
50	Mass cuts and fills.
51	Building excavation by others.
52	Include all footing and foundation backfill.
53	Excavate and backfill sign foundations.
54	Site contractor is responsible for exporting any surplus material as required.
55	All backfill to be compacted in 12" to 18" lifts to a minimum of 95% compaction.
56	Furnish and install 2' wide x 2" rigid insulation installed vertically and horizontally along building perimeter.
57	Prep for interior slabs by installation and compaction of 6" of granular, compactable fill, compacted to 95% minimum. Proof roll existing sub base before installing base material.
58	Include normal dewatering caused by precipitation and infiltration.
59	Relocate site dumpsters, trailers, containers, etc. as requested by site superintendent. Provide a gravel pad for office trailer, and a few parking spaces adjoining.
60	Stockpile topsoil and spread at completion as required.
61	Furnish and install all exterior concrete walks, landings, generator pad, and dumpster pads. 5" concrete walks of 4000 psi concrete with 6" of clean, crushed stone base. Concrete sidewalks to have integral concrete curbing. Dowel concrete walks, pads, etc. to building foundation where the two meet. Dowels to be #5 rebar at 12" o.c., 8" min. embedment. Two 5'x5'x4' deep monolithic concrete pads at man doors.

Item #	Item Description
62	Excavate and backfill for any utility underground inside the building including but not limited to sprinkler main, domestic water lines, sewer and storm sewer underground, electrical underground, etc. Include proper bedding material as required by code.
63	Furnish and install four (4) 6" bollards at overhead doors.
64	<b>Drainage</b>
65	Furnish and install Catch basins, area drains / manholes, RCP, HDPE / ADS pipe, Galleys, Culverts, Detention ponds, Grit / swirl separator, Oil / water separator, Detention system, Rip rap swale / splash pads, Concrete weir, rain gardens. Furnish and install drain around building and include stub-ups for roof leaders. Include new outfall. See Clarification sketch.
66	Provide lateral drainage lines and branches for all building roof drain leaders as shown in plans
67	<b>Paving</b>
68	Furnish and install process for on site asphalt as shown in plans.
69	Furnish and install asphalt for parking and driveways as shown in plans.
70	Curbing to be 6" per plans.
71	Furnish and install parking lot striping.
72	Furnish and install road tie-ins.
73	Include new curb and patching where existing. Road tie-in to be removed.
74	<b>Landscaping</b>
75	Furnish and install finish grade and landscaping as shown with a minimum of 6" of topsoil at all disturbed areas.
76	Rake, seed, and hay all disturbed areas.
77	<b>Utilities</b>
78	Furnish and install a new domestic water line from well extending to five (5) feet from the building.
79	Furnish and install trench and backfill from designated pole to building for electric, phone and CATV. Conduit by others. See clarification sketch.
80	Furnish all required traffic control including police as needed.
81	Furnish and install sewer line from new septic system to building foundation. See clarification sketch.
82	Septic system by others.
83	Trench and backfill for gas line installation. See clarification sketch
84	<b>Exclusions</b>
85	New septic system
86	Demo old septic system
87	Foundation excavation (backfill is included)
88	<b>ADDITIONAL REQUIREMENTS</b>
89	The following rates are needed when submitting your quote.
90	Foremen - hourly rate
91	Laborer- hourly rate
92	Operator - hourly rate
93	Backhoe - hourly rate inclusive of an operator and fuel
94	Excavator - hourly rate inclusive of an operator and fuel
95	Excavator w/ Hammer - - Daily rate inclusive of an operator and fuel
96	Mini - Excavator - - hourly rate inclusive of an operator and fuel
97	Bobcat - - hourly rate inclusive of an operator and fuel
98	Tri Axle Dump Truck - - hourly rate inclusive of an operator and fuel
99	Cost per CY to excavate existing fill onsite and remove from site (include trucking).
100	Cost per CY to furnish and install structural fill inclusive of trucking and placement

Item #	Item Description
101	Cost per CY to install only structural fill.
102	Provide unit pricing for mass rock removal, (over 1 CY). Provide trench blasting /CY, mass blasting / CY, and rock hammering per day rates. Prices to include all associated removal costs. CY measurement is to be computed for material in the ground before blasting or hammering.
103	Cost PER CY for rock removal by hoe ram, includes all removal, trucking, manpower, equipment, etc...
104	Cost PER CY for MASS rock removal by blasting, includes all removal, trucking, manpower, equipment, etc...
105	Cost PER CY for TRENCH rock removal by blasting, includes all removal, trucking, manpower, equipment, etc...

SANDY HOOK FIRE SUBSTATION  
SITE WORK QUALIFICATIONS



10/2/15

L=155.53'  
 P=125.00'  
 A=71° 17' 18"  
 C LEN=145.69'  
 BRG=S 30° 12' 31" W

## TOWN OF NEWTOWN

### Item Pricing

Forman	_____	/Hour
Laborer	_____	/Hour
Operator	_____	/Hour
Backhoe	_____	/Hour
Excavator	_____	/Hour
Excavator w/hammer	_____	/Per Day
Mini Excavator	_____	/Hour
Bobcat	_____	/Hour
Tri Axle Dump Truck	_____	/Hour
Excavate existing fill onsite and remove from site (include trucking)	_____	/CY
Furnish and install structural fill inclusive of trucking and placement	_____	/CY
Install only structural fill	_____	/CY
Mass rock removal	_____	/CY
Trench blasting	_____	/CY
Mass blasting	_____	/CY
Rock hammering	_____	/Per Day
Rock removal by hoe ram	_____	/CY
MASS rock removal by blasting	_____	/CY
TRENCH rock removal by blasting	_____	/CY

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COMPANY

DATE

**TOWN OF NEWTOWN**

**SEALED BID REQUEST**

BID OPENING DATE – Monday, October 26, 2015

TIME – 11:00am

PRE BID WALKTHROUGH – Available by appointment (Contact: Conor McManus-203-364-9460)

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

BID TITLE – **Site Work – Sandy Hook Fire Department Substation**

SECURITY REQUIRED – None

DATED IN NEWTOWN – \_\_\_\_\_

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

Is your company a MBE/WBE business: \_\_\_\_\_  
(Yes) (No)

TOTAL BID \$ \_\_\_\_\_/Lump Sum

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SIGNED BY (Print or Type)

\_\_\_\_\_  
ADDRESS 2

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ADDRESS 3

\_\_\_\_\_  
FAX NO.

\_\_\_\_\_  
TELEPHONE NO.

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DATE

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TAX ID NUMBER

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E-MAIL