



EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

Locker Rooms Renovation Project

2013

The following pages contain Standard Instructions to bidders and the bid specifications for the contracted completion of "Locker Rooms Renovation" for the male & female locker rooms at the Town of East Windsor Police Department headquarters.

**Bid
Specification**

Contract Terms and Conditions

Police Department Locker Rooms Renovation Project

Scope of Contract: This contract is intended to provide general contracting services for the locker rooms renovation project, further described within, for the East Windsor, CT, Police Department. The contract period will be from Date of Award through the completion of the project, not to exceed September 30, 2013. The Police Department reserves the right to extend this contract past the deadline date of September 30, 2013.

The Town has allocated \$34,000 for this project. The project shall focus on updating the toilet/urinal fixtures, privacy patricians (refurbish/replace), sink/vanities and shower stalls in both the male and the female locker rooms at the East Windsor Police Department. This may require the relocation of an existing hot water heater. Depending on funding the project may extend to updating the existing flooring, and wall covering in the bathroom area of the locker rooms. The scope of the work will be determined by the Town representative with input from the contractor/bidder. The final acceptance of the project plan will be on the Award Date.

All permits will be the responsibility of the contractor or his/her sub-contractor.

Nothing in these terms and conditions will prevent the Town from re-bidding this project if the submitted project plans do not meet the scope of the project as determined by the Town.

Pre-Bid Walk Through Meeting – Mandatory: The East Windsor Police Department will conduct a Pre-bid meeting in an effort to give prospective bidders an opportunity to view the work site and discuss the potential improvements, and design the appropriate plan proposal. The Pre-Bid Walk through date is established in the Key Event Date section of the Standard Instruction to bidders.

Price Increases: The East Windsor Police Department reserves the right to reject any requested price increase deemed excessive in the opinion of the East Windsor Police Department and cancel the contract. The contractor must submit a formal request for an increase to the East Windsor Police Department, 25 School Street P.O. Box 477, East Windsor, CT 06088, no later than thirty (30) days prior to the effective price increase date. The request shall contain the date the increase takes effect.

No retroactive price increases will be allowed. In the event a retroactive request for a price increase is received, the East Windsor Police Department will set the effective date on the increase as ten (10) days from the receipt of the request.

Price Decreases: Price decreases will become effective immediately on the date specified in the Contractor's printed notice of change. The Contractor shall bill the East Windsor Police Department at the reduced price on all deliveries made on or after the date of the Contractor's price reduction. The Contractor shall promptly provide the East Windsor Police Department with a letter of notice concerning the change.

Site Inspection: The East Windsor Police Department reserves the right to make an inspection of the work site during the terms of the contract.

Security of Facility: The contracted work will be completed inside the East Windsor Police Department which is a secure facility. Any actions that jeopardize the facilities security, and therefore the public safety of our community will be immediate grounds for termination of this contract. All contracted personnel may be subject to limited background checks to ensure the safety and security of the facility.

Certificate of Insurance: Contractor must provide the East Windsor Police Department an up to date certificate of liability.

Insurance: Contractor shall not commence work under this contract until he has obtained all insurance required under this Section, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained.

Change of Address: In the event the contractor moves or updates contact information, it is the responsibility of the contractor to advise the East Windsor Police Department of such changes in writing. The East Windsor Police Department will not be held responsible for payments or purchase orders delayed due to the lack of routing caused by the lack of notification on the contractor's part. Change of address or telephone updates must be forwarded to: The East Windsor Police Department, Attention Maria Diana, 25 School Street, P.O. Box 477, East Windsor, CT 06088.

END OF BID SPECIFICATIONS

**TOWN OF EAST WINDSOR, CONNECTICUT
BID FORM**

Police Department Locker Rooms (Male & Female) Renovation Project

Under penalty of perjury and other remedies available to the Town of East Windsor, the undersigned certifies this bid is submitted without collusion and all responses are true and accurate. If awarded this bid, it is agreed this form and the attached Project Plans constitutes a contractual obligation to provide service at fees specified within subject to and in accordance with all instructions, bidding and contractual documents, including any addenda, which are all made part of this bid.

The undersigned agrees to furnish and deliver said service according to specifications at the bid price as indicated.

Attached Contractors Submitted Project Plans to this page.

Contractor's Name and/or Company Name: _____

Business Address: _____

CT Contractor's License Number: _____

Signature of Bidder: _____ Date: _____

Witness: _____ Date: _____

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Town of East Windsor is soliciting bids for the above-named Project. If there are any conflicts between the instructions in these standards to bidders, and any other bidding document(s), these Standard Instructions to bidders shall prevail.

2. KEY EVENT DATE

Advertisement of invitation to bid: February 1, 2013

Mandatory Pre-Bid Walk Through: February 21, 2013, 25 School St. East Windsor, CT @ 10:00 am

Public bid opening: March 13, 2013, 11 Rye Street, Broad Brook, CT @ 7:10 p.m.

Bid awarded: April 1, 2013

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Chief of Police, East Windsor, CT 06088, telephone 860-292-8240 ext. 100.

4. BID SUBMISSION INSTRUCTIONS

1. One (1) original and two (2) copies of all bids and, proposed project plans must be submitted in a sealed envelope clearly marked **Locker Room Renovation Project**. If forwarded by mail or courier, the sealed envelope must be addressed to **Office of the Chief of Police, Attention: Deputy Chief Hart, 25 School Street, East Windsor, CT 06088**. Bids must be at the Office of the Chief of Police four (4) hours before the "Public Bid Opening Day" notice in section 2, titled Key Event Dates. Postmarks are not acceptable waivers of this policy. Corrections and/or modifications received after the first bid is publicly opened will **not** be accepted.
2. Ditto marks or words such as "same" on the bid form are not considered writing and must not be used. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialized by the person signing the bid.
3. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel and/or modify their bid for a period of ninety (90) days after bids are opened.

4. Bids must be signed by the authorized person representing the legal entity of the bidder.
5. The inability to meet any specified requirements must be stated in writing and attached to the bid form or written on the bid form.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of East Windsor. Any substantive changes or interpretations will be issued by the town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of East Windsor is exempt from federal excise taxes and Connecticut's sales-tax and use taxes. Bidders shall avail themselves of these exceptions.

7. INSURANCE

The bidder awarded this bid must provide a current certificate of insurance to the Office of the Chief of Police prior to the commencement of work with the following requirements;

- A. liability limits for bodily injury and personal injury \$1,000,000 per occurrence
- B. liability limits for property damage including that caused by motor vehicle \$1,000,000 per occurrence.
- C. contractual liability \$1,000,000 per occurrence
- D. owner's protective liability and property damage
- E. Workers compensation as required by Connecticut state statute
- F. The Town of East Windsor is to appear as an additional insured on all certificate of insurance.
- G. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut
- H. Insurance may not be canceled or modified without sixty (60) days written notice by registered US mail to Office of the Chief of Police, Town of East Windsor, 25 School St., East Windsor, Connecticut 06088.

I. The insurance company rating should be no less than A-VII by A.M. Best.

8. GUARANTEE

The contractor awarded this bid shall guarantee all labor material and workmanship for a period of one (1) year from the date of substantial completion as determined by the town as a condition of the performance. In addition, any product warranties offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

9. FAIR EMPLOYMENT PRACTICES

The bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bid work with respect to hire, tenure, terms, condition or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by state or federal law.

10. AWARDING THE BID

The Town of East Windsor reserves the right to accept or reject all or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interest of the town.

It is the Town's policy to not award bids to those who owe Town of East Windsor prior year(s) property taxes.

The "Bid Awarded" date in section 2, titled **Key Event Dates** is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest bid price is **NOT** the sole determining factor when awarding this bid.

11. EXTENSION OF BID

There shall be no bid extension except for the extension of the time constraints associated with the term and conditions. Any extension must be justified by extenuating circumstances, and mutually agreed upon by both parties.

END OF STANDARD INSTRUCTIONS TO BIDDERS