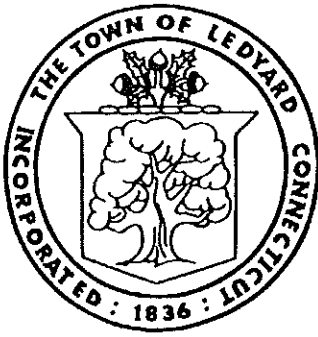




TOWN OF LEDYARD
CONNECTICUT
PUBLIC WORKS DEPARTMENT

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-1100
(860) 464-1126 fax

BID PACKAGE
for
BID #2012-10
SENIOR CENTER REPLACEMENT WINDOWS

SEPTEMBER 2012

**LEGAL NOTICE
TOWN OF LEDYARD, CONNECTICUT
INVITATION TO BID -- BID # 2012-10**

SENIOR CENTER REPLACEMENT WINDOWS

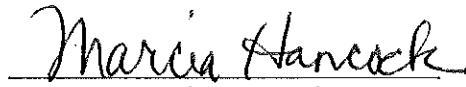
September 22, 2011

The Town of Ledyard seeks sealed bids for replacement of windows at the Ledyard Senior Center. Project Plans, Technical Specifications, and Bid Proposal Forms may be obtained on-line at www.ledyardct.org or in person at the Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT 06339.

Sealed proposals will be received by the Director of Finance, Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT. 06339, until **2:00 p.m., Thursday, October 6, 2011**, at which time they will be opened and read aloud. Proposals received after that time will not be accepted and will be returned to the bidder unopened. Proposals should be clearly marked **"SEALED BID #2012-10: SENIOR CENTER REPLACEMENT WINDOWS"**.

Prospective Bidders may contact Buildings & Grounds Foreman Bob Kardys at (860) 464-9060 for additional information or clarification of the bidding process. The Town of Ledyard reserves the right to waive any technical defects in the bids; to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and to again invite bids; and waive informalities or irregularities in the bidding process.

The contract will be awarded to the lowest responsible and qualified bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to perform the work in good faith.



Marcia Hancock
Director of Finance

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Town of Ledyard Senior Center Replacement Windows

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1. Building Permit, Fees and Disposal of Materials:
 - a. A building permit is required. Fees are applicable. Local fees will be waived. The Building Department is located at the Ledyard Town Hall. For information contact the Building Department at 860-464-3217.
 - b. Disposal of all debris is the responsibility of the contractor. This shall be removed daily, or a suitable container may be used at the contractor's expense. (The location is to be mutually agreed upon by the Town of Ledyard and contractor). The affected building interior shall be cleaned daily at the end of the work day by the contractor.
2. Start, Completion Dates and Working Hours:
 - a. Start and completion Dates: The project may begin on site seven (7) days after the contract is awarded. Seven (7) days notice is required. No work shall begin until all equipment and parts are on site, unless otherwise authorized. Once project has begun, it is to continue to completion unless there are weather restrictions. The order of replacement of units is to be mutually agreed upon to minimize disruption.
 - b. Hours of Operation:
 - Contractor working hours shall be 8:00 a.m. to 3:30 p.m. Monday – Friday.
 - Town holidays will be observed. Other days / hours of work may be available with the consent of the Director of Public Works.
 - The Senior Center hours of operation are 8:30 a.m. to 4:30 p.m. Monday – Friday.
3. Demonstration: Companies selected are required to give a demonstration at the Ledyard Public Works Department, located at 889-R Colonel Ledyard Highway, Ledyard, CT.
4. Material and Labor Guarantee/Warranty:
 - a. Warranty: The contractor shall submit a written minimum lifetime warranty and a 20 years or better for the glass executed by the manufacturer. This warranty shall be in addition to and not a limitation of other rights the owner may have against the contractor under the agreement.
 - b. Contractor Warranty: A five (5) year contractor material/labor guarantee shall be incorporated in the bid proposal.
5. Scope of Work:
 - a. The location of the work is the Ledyard Senior Center at 12 Van Tassell Drive, Gales Ferry, CT Material and labor to remove thirty-eight (38) existing casement windows (sash and hardware) and install double-hung replacement windows (see attached drawing for locations).

- b. Replacement Window Specifications:
 - Light commercial
 - 100% Virgin vinyl custom made windows.
 - True white in color.
 - Double hung.
 - Tilt in sash (top & bottom).
 - Gas filled (argon, equal or better) .30 U-factor.
 - Low E rating (argon, equal or better).
 - Double pane insulated glass.
 - Stainless constant force balance system.
 - Full fiber screens. Charcoal or equal.
 - Low profile, double, sash locks.
 - White hardware. Heavy duty.
 - Multi chambered construction.
 - Energy Star Rated.
 - No grids all glass.
- c. Installation:
 - Lifetime silicone sealants to be used.
 - All windows to have new inside stops (white) and outside stops.
 - Wrap with white aluminum—exterior sills and outside frames as required on replaced windows, and seal with lifetime silicone sealants to prevent water penetration.
 - Two (2) screws minimum each side secures unit to frame.
 - During installation units shall be insulated with fiberglass insulation.
 - Rotted or damaged wood (i.e., sills) shall be replaced and aluminum wrapped.
- 6. Contact Persons:
 - Technical questions:
 - Mr. Bob Kardys, Buildings and Grounds Foreman. 860-464-9060
 - Mr. Steve Masalin, Public Works Director. 860-464-1100
- 7. Miscellaneous:
 - a. Clean-up:
 - The building is to be kept clean at all time due to day and night building operations.
 - The affected rooms shall be vacuumed daily as required.
 - The grounds shall be kept clean of debris and nails daily.
 - b. The moving of furniture is the contractor's responsibility.
- 8. Performance Bond: A Performance Bond (if the total amount for the project is greater than \$25,000.00) in the full amount of the bid and a Labor and Materials Bond in the same amount will be required from the successful bidder for the faithful performance on the contract. The Bonds must be in favor of the Town of Ledyard and executed by

a surety company authorized to do business in the State of Connecticut. In lieu of the above bonds, alternate surety in the same amount, in the form of a secured passbook, if acceptable to the Town Treasurer, may be submitted. The surety must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract.

9. Insurance Requirements: The Contractor must carry insurance under which the Town and State of Connecticut are named as assured, as follows:

a. Worker's Compensation - as required by State statute.

b. Commercial Liability as follows:

\$ 2,000,000 -- General Aggregate

\$ 2,000,000 -- Products Completed Operations Aggregate

\$ 1,000,000 -- Personal & Advertising Injury

\$ 1,000,000 -- Each Occurrence Bodily Injury & Property Damage

\$ 100,000 -- Fire Damage, Any One Fire

\$ 5,000 -- Medical Payments, Any One Person Including Explosion
Collapse & Underground

c. Automobile Liability: \$1,000,000 Combined Single Limit Bodily Injury & Property Damage.

Such insurance must be by insurance companies licensed to write such insurance in the State of Connecticut against the above risks and in the amounts indicated. All insurance must provide for a thirty (30) day notice to the Town of cancellation or restrictive amendment. Certificates of Insurance do not have to be submitted as part of the bid; however they must be submitted to the Director of Public Works within ten (10) days after the Notification of Award. Failure to provide and to keep current the required insurance and certificates may be held to be a willful and substantial breach of this Contract.

10. Indemnification: The Contractor shall at all times indemnify and save harmless the Town of Ledyard, Connecticut, and its respective officers, agents and employees on account of any and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses, and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents and employees of the Town of Ledyard or (b) the Contractor, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions, or neglect of the Contractor or his subcontractor or material men, or by reason of his or their use of faulty, defective, or unsuitable materials, tools, or equipment of defective design in constructing or performing the work. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the Town of Ledyard for damage to property of the Town of Ledyard caused by the Contractor or his employees, agents, subcontractors, or material men, or by faulty, defective, or unsuitable material or equipment used by him or them.

11. Bid Form – **Bid # 2012-10:** Replacement Windows for the Ledyard Senior Center.

a. Proposal amount. \$ _____

Written in Words: _____

b. Project estimated start date after award of bid: _____

c. Project estimated completion time: _____

d. Number of years contractor in business: _____

e. Number of years window used continuously in Northeast Region: _____

f. Name of window manufacturer: _____

g. Size of window:

_____ # of windows _____

_____ # of windows _____

_____ # of windows _____

_____ # of windows _____

_____ # of windows _____

_____ # of windows _____

h. Information Pamphlet Containing:

- Manufacturer's warranty.
- Energy star rating ("R" and "U" rating).
- Pertinent information. Certifications and specifications.

Submitted by: Vendor _____

Address _____

Phone Number _____ Date _____

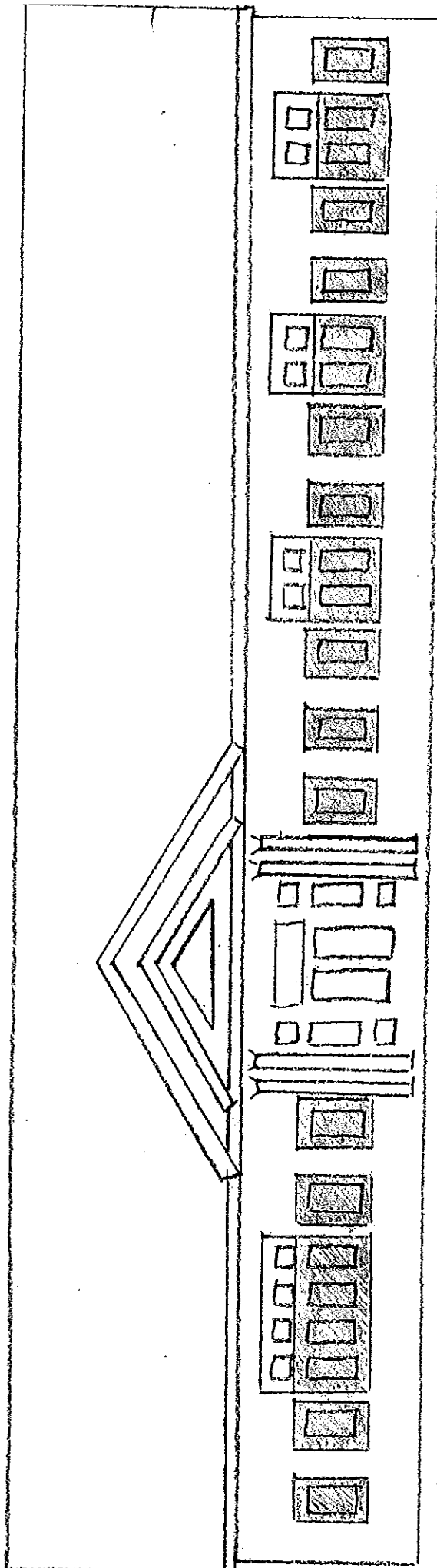
Authorized Signature _____

12. References: A minimum of three (3) references (preferably municipal) for projects of comparable specifications are required. Note: If previous work has been done for The Town of Ledyard; please specify.

#1 _____ Contact Person
_____ Company Name
_____ Address
_____ Phone Number

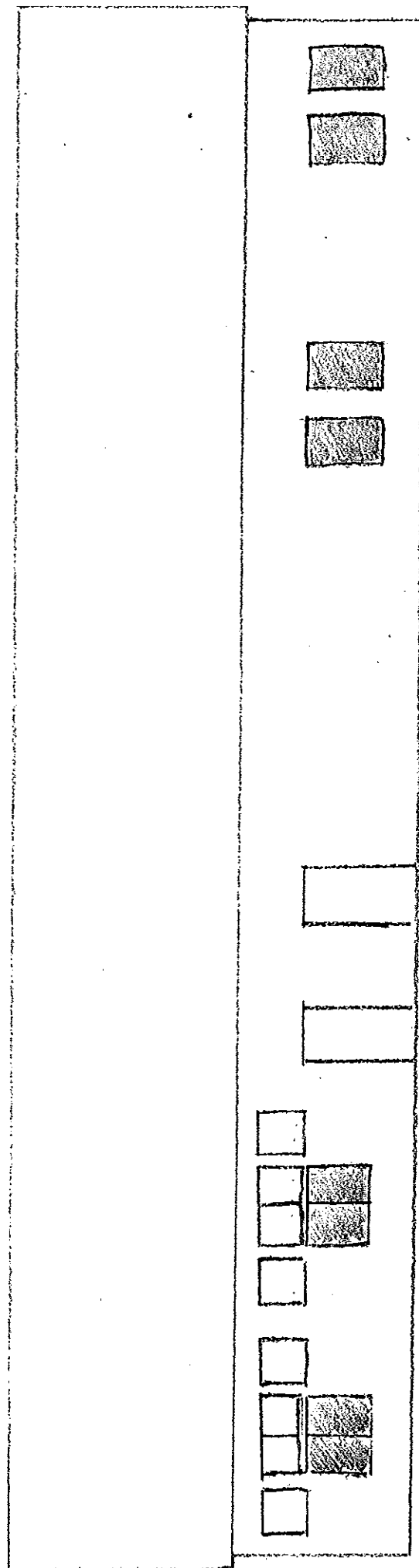
#2 _____ Contact Person
_____ Company Name
_____ Address
_____ Phone Number

#3 _____ Contact Person
_____ Company Name
_____ Address
_____ Phone Number



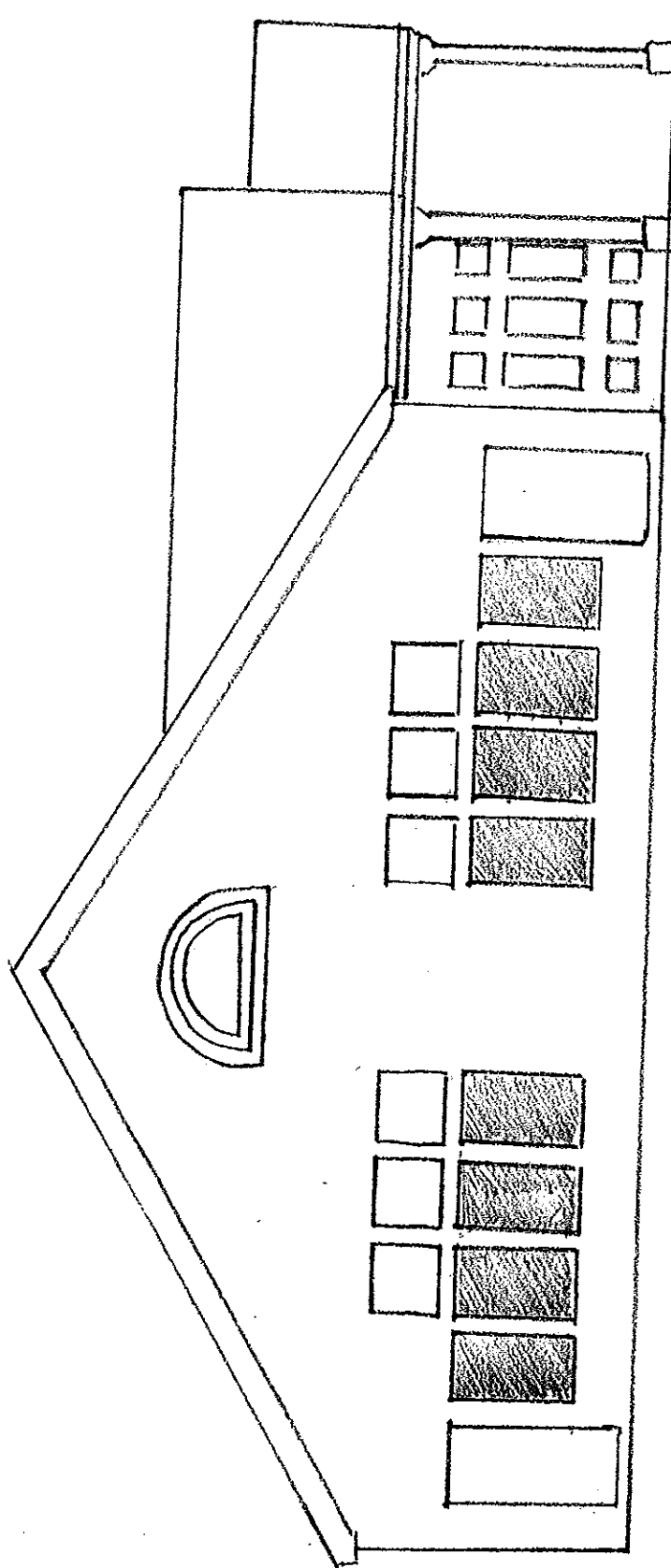
(Shaded windows to be replaced)

Front of building



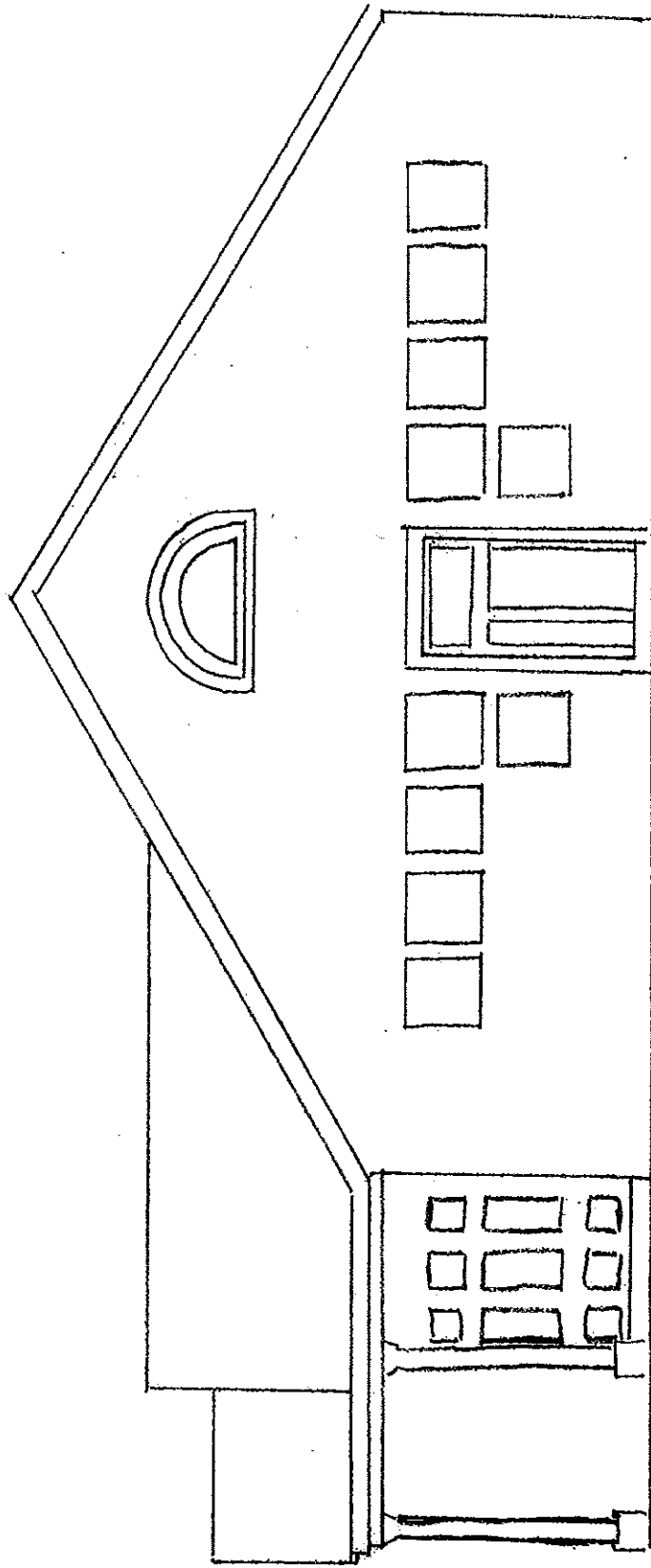
(Shaded windows to be replaced)

Rear of building



(Shaded windows to be replaced)

Left side of building



(NO WINDOW REPLACEMENT THIS SIDE OF BUILDING)

Right side of building