



July 28, 2008
TOWN OF LEDYARD, CONNECTICUT
INVITATION TO BID - # 2009 – 02

The Town of Ledyard seeks sealed bids for Interior Painting of Bill Library, 718 Colonel Ledyard Highway, Ledyard, CT 06339. Bidding documents and specifications are available between 9:00 a.m. and 4:00 p.m. at the Ledyard Town Hall, 741 Colonel Ledyard Highway, Ledyard, CT 06339. Specifications may also be obtained by contacting Ms. Pat Weiner at 860.464.3220, or at the Town's web site <http://www.town.ledyard.ct.us>

Sealed proposals will be received by the Director of Finance until 2:00 P.M. on August 20, 2008 at the above address, at which time they will be publicly opened and read aloud in the Office of the Mayor. Proposals received after that time will not be accepted and will be returned to the bidder unopened. Sealed proposals should be clearly marked **“SEALED BID # 2009 - 02: INTERIOR PAINTING OF BILL LIBRARY”**.

The Town of Ledyard reserves the right to waive 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 again invite bids; and waive informalities or irregularities in the bidding process.

The award of a contract, if awarded, will be to the lowest responsible bidder, provided that the bid is reasonable, and provided that it is in the best interest of the Town of Ledyard to accept such bid, and subject to any choice by the Town of Ledyard as to any alternate specifications as may be agreed upon.

Marcia Hancock
Director of Finance

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Interior Painting of Bill Library

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Interior Painting of Bill Library
718 Colonel Ledyard Highway
Ledyard, CT 06339

1. SCOPE OF WORK

- A. The Town of Ledyard is soliciting bids to wash, prep, patch, caulk, seal, and paint the interior walls, ceilings, doors and trim of Bill Library as scheduled below. Note exceptions. All areas shall have two (2) coats paint or polyurethane.
- B. All work shall begin after September 14, 2008 and must be satisfactorily completed within Fifty (50) calendar day. Once the work begins it shall continue until completed.
- C. Payment shall be in the form of a Lump Sum upon successful completion of the work.
- D. All work shall be accomplished by qualified tradesmen and mechanics in accordance with the highest standards of the trade involved. Applicable State, Federal and local Codes and regulations will be followed, including OSHA and other safety guides.
- E. The jobsite will be kept clean at all times. Particular care will be taken to avoid creating public nuisances when working in housing areas.
- F. The successful bidder will perform a minimum of 50 percent of the work with his own forces. Subcontractors, if used, will require prior approval by the Town and must provide written evidence of acceptance of all conditions of the contract.

2. REFERENCES

- A. A minimum of three (3) references from customers (preferably municipal) of projects of comparable specifications are due with bid proposal. Note if previous work has been done for the Town of Ledyard.
- B. Specify how long your company has been in business.

3. GENERAL

3.1 Bid

- A. Bids will be broken down for materials and labor. Two (2) bids.

3.2 Moving of Materials

The Town is available to move items on a limited basis

3.2 Continued

- A. Books: The Town is responsible for moving books off and onto shelves. A mutual agreement is required between the town and the contractor, so this may be accomplished in sections; To maximize storage and manpower the books shall be moved the night before painting an area.
- B. Window shades and brackets, items on walls, tables and desks; The Town is responsible for removal. Note: The shades on the east wall of the meeting room will remain in place.
- C. Shelving to be removed by town and/or contractor and replaced when painting is complete.

3.3 Areas to be painted

A. Entrance Hall

- i. Walls and trim including frames and sashes
- ii. Doors (both sides) including
 1. Interior passage double doors
 2. Basement
 3. Bathrooms (2)
 4. Janitor's closet
 5. Projection room
 6. Meeting room
- iii. Paint large shelf/ coat unit top and bottom.
- iv. Pamphlet rack – Plexiglas front to be removed and inside painted to match trim.

B. Bathrooms

- i. Walls and trim

C. Meeting Room and kitchenette area

- i. Walls and trim including frames and sashes
- ii. Chair and picture rail and wire mold
- iii. Ceiling
- iv. Doors including
 1. Exterior door (interior side) and interior threshold.
 2. Passage double doors (both sides)
 3. Bi-fold doors- remove before painting and re-install
- v. Upper and lower cabinets in kitchenette area
- vi. Both bulletin boards will stay in place
- vii. Shelving units will be moved away from wall
- viii. Exterior window shades on east wall to stay in place

D. Main Room

- i. Walls including areas behind bookcases – Top and bottom shelves with frames will stay in place; all other shelves will be moved. (**Note 3.2A**)

Main Room Continued

- ii. Shelves and shelving unit behind circulation desk will be moved by the town.
- iii. Ceiling
- iv. Doors including
 - 1. 2 exterior doors (interior side) and interior thresholds
- v. Windows and trim - paint all window frames and sashes and door frames.
- vi. Paint above and below computer counter (north wall); counter not removable.
- vii. Large bulletin board stays in place (East wall by copiers).
- viii. Remove magazine rack off wall by south exterior door.

E. Director's Office

- i. Walls and trim including windows and sashes
- ii. Chair rail
- iii. Doors including
 - 1. Passage door (both sides)
 - 2. Closet door
- iv. Book case on north wall stays in place – not to be painted.

F. Personnel work area

- i. Walls and trim including frames and sashes
- ii. Work counter outside Director's office not movable: wall to be painted under counter.
- iii. Wood shelving on North and east wall to be painted; shelving sides stationary, shelves removable.
- iv. Linear file cabinets and card catalog to be painted behind.

G. Lunch Room

- i. Walls and trim including frames and sashes.
- ii. Work counter on North wall shall be moved out and painted behind.
- iii. Coat rack to remain on wall.
- iv. Bulletin board stays in place.

H. Children's Room

- i. Plaster walls and trim on interior windows (South wall only) and doors. Newly installed exterior windows not included.
- ii. Doors including
 - 1. Door to North Hall (both sides)
 - 2. Door to Historical Room (both sides)
- iii. A coating of sand paint shall be put on existing and new patched areas to blend into finish
- iv. Picture molding shall be painted according to schedule 5.4
- v. Only the exposed wood paneling to be painted – not behind bookshelves.
- vi. Area behind book shelves on North wall to be painted. Bottom and top shelf and frames to stay in place – other shelves removed.

Children's Room continued

- vii. Small parenting bookshelf on counter to be moved out to paint above paneling. (south east wall)
- viii. Bulletin boards (2) shall stay in place.

I. North Hall

- i. Plaster walls
- ii. A coating of sand paint shall be put on existing and new patched areas to blend into finish
- iii. Trim around doors (Newly installed windows not included)
- iv. Ceiling
- v. Doors including
 - 1. Interior passage door
 - 2. Basement door (One side)
 - 3. Historical room door (both sides)
 - 4. Exterior door and interior threshold (one side)

J. Historical Room

- i. Trim around doors

4. PRODUCTS

4.1 Materials:

- A. Sherwin Williams Duration Home latex Satin finish for walls
Sherwin Williams Pro Classic latex semi-gloss for painted trim
Sherwin Williams white ceiling paint
High quality polyurethane – semi-gloss
Zinsser Bull's Eye amber shellac – gloss
Min-wax cherry stain (#235)

Use thinners recommended by the manufacturer. Deliver all products in the original containers, with labels intact bearing the manufacturers name and product identification of the contents. (Supply the Buildings and Grounds Foreman a new, clean paint label or specification sheet for each type paint used.)

- B Colors are identified below in section 5.4

5. EXECUTION

5.1 Preparation:

Examine surfaces to receive paint. Sand and fill rough surfaces, set nails as needed. Remove unnecessary nails. All necessary areas prep, caulk, scrape, sand, etc. Special attention is necessary as follows:

- Window and door frame miters, where separated and along wall edges
- Outside corners of sheetrock where beading has lifted.
- Peeled paint in Director's Office under window.
- Plaster walls in Children's Room and North hall with cracks.
- Previous repairs to plaster walls require sanding to blend in with existing finish.
- Stain sealer required on woodwork where bleeding through

Preparation Continued

- Touch up scratches on wood trim and doors with a stain to blend in with finish color
- Paneling on South wall in children's room requires some sanding before finishing.

Clean and dust areas as required. (Mildewed areas with bleach.) Special attention to wood doors as follows:

- Sand as needed to provide a clean finish

Remove all brass kick plates and hand plates on doors prior to painting and replace with new after painting. Remove screens from windows prior to painting and reinstall when completed.

Protect adjacent surfaces (ie: carpets, floors, furniture, shelving) and finish items. Remove or protect such items as hardware, electrical plates and specialties as required.

5.2 Application:

Paint may be applied by brush or roller. Library must be able to function. All necessary safeguards will be provided to avoid damage to adjacent surfaces and/or property. Any such damage will be corrected by the contractor at his expense. Regardless of method of application, successive coats will be inspected by a Town representative after the application of each coat, and work on the second coat will not proceed prior to inspection.

Apply paint following manufacturer's directions for application and rate of coverage. Produce uniform surfaces. Runs, sags, brush or roller marks, holidays, differences in sheen or color, or other blemishes are not acceptable. If additional coats are required to produce smooth, uniform surfaces apply additional coats at no cost to the Town. Cut edges neat and straight. Brush paint into cracks and seams. Clean up spills and spatters from adjacent surfaces before paint sets.

Remove excess paint from window panes. **Ensure all windows and doors open properly upon completion.**

5.3 Coverage:

- A. All areas shall have 2 coats of paint, polyurethane or shellac according to schedule 5.4.
- B. All unopened materials will be removed from site by contractor and the town will not be charged.

5.4 Schedule/ colors:

A. Ceilings:

White ceiling paint

B. Entrance Hall:

Walls:	Cottage Cream	SW 7678	Satin finish
Trim:	Creamy	SW 7012	Semi-gloss
Doors:	Polyurethane	Semi-gloss	
Shelf above coat rack:	Cottage Cream	SW 7678	Semi-gloss

C. Meeting Room

South Wall	Agate green	SW 7742	Satin
Other walls	Cottage cream	SW 7678	Satin
Trim	Creamy	SW 7012	Semi gloss
Doors	Polyurethane		Semi-gloss

Note: Metal track for shades on East windows are not to be painted. Picture rail and chair rails will be painted the same color as the walls.

D. Kitchenette (meeting room)

Walls	Cottage cream	SW 7678	Satin
Bi-fold doors	Polyurethane		Semi-gloss
Cabinets	Polyurethane		Semi-gloss

E. Bathrooms

Walls	Buoyant blue	SW 6483	Satin
Trim	Creamy	SW 7012	Semi-gloss
Doors	Polyurethane		Semi-gloss

Note: Kick plates on doors will be removed and replaced with new.

F. Main Library

Outer walls	Pale Moss Green	Pittsburg	Satin
Bump outs ¹	Restful	SW 6458	Satin
Head wall ²	Restful	SW 6458	Satin
Beams ³	Pale Moss green	Pittsburg	Satin
Circ desk walls	Pale Moss green	Pittsburg	Satin
Trim	Creamy	SW 7012	Semi-gloss

¹ South wall in periodical area, non-fiction area, and west wall by exit door.

² Above circulation and reference desk – both sides

³In front of Circulation desk

G. Director's Office

Walls	Pale Moss green	Pittsburg	Satin
Trim	Creamy	SW 7012	Semi-gloss
Chair rail	Pale Moss green	Pittsburg	Satin
Doors	polyurethane		Semi-gloss
Bookcase	Not painted		

H. Work Room

Walls ¹	Glisten yellow	SW 6912	Satin
Book shelves	Pale moss green	Pittsburg	Semi-gloss
Trim	Creamy	SW 7012	Semi-gloss

¹Begin above door to Director's office

I. Lunch Room

North wall	Glisten yellow	SW 6912	Satin
Other walls	Buoyant blue	SW 6483	Satin
Trim	Creamy	SW 7012	Semi-gloss
Cabinets	Not painted		

J. Children's Room

Walls ¹	Fun yellow	SW 6908	Satin
Picture rail	Real red	SW 6868	Satin
Above rail	Pure White	SW 7005	Satin
Paneling ²	Polyurethane ³		Semi-gloss
Trim ⁴	Polyurethane ³		Semi-gloss
Doors	Amber Shellac	Bull's Eye	Gloss
Trim ⁵	Amber Shellac	Bull's Eye	Gloss

¹Below picture rail

² Exposed paneling on south wall only – not behind book cases

³ Polyurethane to be tinted to match color and sheen on north wall door trim

⁴Above counter and door frames. – newly installed exterior window frames excluded.

⁵ Around doors on north wall

K. North Hall

Walls	Cottage cream	SW 7678	Satin
Doors	Amber Shellac	Bull's Eye	Gloss
Trim	Amber Shellac	Bull's Eye	Gloss

K. Historical Room

Trim	Amber Shellac	Bull's Eye	Gloss
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6. WORKING HOURS

Monday through Friday except town holidays

8:00 a.m. – 4:30 p.m.

Other hours by agreement.

7. CONTACT PERSONS

A. Mr. Bob Kardys, Building and Grounds Foreman - (860) 464-9060 ext 2

fax: (860) 464-9160.

B. Mrs. Gale Bradbury, Library Director - (860) 464-9917 fax (860) 464-9927

C. Mr. Steve Masalin, Public Works Director - (860) 464-1100

8. INSURANCE

- A. A copy of mandatory insurance must be delivered to the Town of Ledyard, Mayor's Office, a minimum of twenty-four (24) hours prior to start date.

INSURANCE REQUIREMENTS

The successful bidder must provide the Town with a Certificate of Insurance and maintain it current as follows:

Worker's Compensation, as required by State Statute

Commercial General Liability

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 and Underground

Automobile Liability

1,000,000	Combined Single Limit Bodily Injury & Property Damage
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The contractor shall indemnify, hold harmless, and defend the Town of Ledyard from and Against any and all liabilities, claims, penalties, thereto, including but not limited to, costs of defense settlement, and reasonable attorney's fees, which may be alleged against the Town of Ledyard which the Town may incur, become responsible for, or pay out as a result of death, bodily injury to any person, damage to or destruction of any property, contamination of or adverse effects on the environment or any violation or alleged violation of governmental law regulation, order caused by, arising out of, or in any manner connected with his provision of carpentry service to the Town of Ledyard. The Contractor shall be liable for and shall indemnify the Town of Ledyard from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of the Contractor or from the failure of or inadequacy of any of the Contractor's equipment.

9. BID FORM

A. BID # 2009 - 02

Interior Painting Bill Library

To: Town of Ledyard, Connecticut

Bids are due in the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, Connecticut 06339, on or before 2:00 P.M. August 20, 2008. Bids must be in a sealed envelope addressed to Director of Finance, Town of Ledyard, and marked "SEALED BID # 2009 – 02 Interior Painting Bill Library."

We the undersigned, having carefully examined the bid documents, hereby agree to furnish the services outlined in the Town of Ledyard BID # 2009 – 02 for the sum of:

1. Labor_____

2. Materials_____

Total cost for all _____.

B. Submitted by:

Vendor

Address

Phone Number

Months/years in business (Sec 2 B)

Typed Name

Date: _____

Authorized Signature

C. References

A minimum of three (3) references from customers (preferably municipal) of projects of comparable specifications are due with bid proposal. Note if previous work has been done for the Town of Ledyard. (Section 2A,)

#1	_____	Contact Person
	_____	Company Name
	_____	Address

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

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

	_____	Phone Number