

INVITATION TO BID

Contractor Services Associated with:
HISTORIC HEZEKIAH CHAFFEE HOUSE 1767 PROJECTS
ROOF REPLACEMENT PROJECT
EXTERIOR PAINTING PROJECT
108 PALISADO AVENUE
WINDSOR, CT 06095

THIS IS A INVITATION FOR BIDS AND THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, HIGH OR LOW, OR ANY PART THEREOF, TO WAIVE DEFECTS OR FORMALITIES IN SAME, OR TO ACCEPT AND NEGOTIATE WITH ANY BIDDER IT DEEMS TO BE IN THE TOWN OF WINDSOR'S BEST INTEREST.

INTENT AND GENERAL INFORMATION

The Town of Windsor solicits proposals from STATE OF CONNECTICUT LICENSED CONTRACTORS; to remove and properly dispose of all associated existing roof materials, properly remove and dispose of materials. New rake and soffit fascia boards may need to be replaced per discussion with owner. Furnish and install all materials, labor, and equipment related to the replacement roof installation of approximately 3,000 sq. ft. OF Clear Grade # 1 CEDAR SHINGLES as per project specifications described here within .RFP is posted on town website.

The Town of Windsor solicits proposals from STATE OF CONNECTICUT LICENSED CONTRACTORS trained to OSHA Standards to remove lead paint; to scrape peeling (lead) paint on existing and new trim wood on this brick house. All soffits, fascia's, rake boards, window trim, exterior doors, front door porch, to be repainted. Scrape, sand, caulk, prime, apply two coats of premium semi-gloss white exterior grade paint. Sherwin Williams Duration or approved equal only. Remove and contain all (Lead) paint chips, properly dispose of all. Furnish and install all materials, labor, and equipment related to the repainting of all exterior of Hezekiah Chaffee House as per scope described here within, RFP is posted on town and DAS website.

A MANDATORY SITE WALKTHROUGH WILL BE HELD ON Monday July 19 2021 @ 10:00 am. To become a qualified bidder, you must attend site walkthrough. Bids received from CONTRACTORS who did not attend mandatory site walkthrough, will be disqualified. Contact Windsor Buildings & Facilities Manager Whit Przech with all questions by email at przech@townofwindsorct.com or telephone at 860-285-1870.

All work performed under contract between the Town of Windsor and the CONTRACTOR is required to be permitted. CONTRACTOR IS RESPONSIBLE FOR AND ARRANGES ALL inspections by Windsor Building Officials. The CONTRACTOR is responsible for scheduling and documenting all inspections. Building permit fees waived except for State Educational Fund Fee.

CEDAR ROOF REPLACEMENT SCOPE OF WORK

The selected CONTRACTOR will: complete removal of existing roof down to the structural decking. Properly dispose all existing roofing and any and all other project related materials. Daily clean site to owners representatives satisfaction. Provide porta-potty, fence in areas of work, and store materials to be used as per manufacturers specifications. Contractor is responsible for all stored materials on and off site. Installation of new underlayment as determined by town staff and contractor.

Furnish and install all materials, all labor, and equipment as specified in this RFP related to the installation of new cedar shingled clear # 1 shingled system per manufacturers specifications with a multi-year warranty. Bid price to be complete lump sum price with specific unit prices to be included on bid sheet.. All work to be performed at the Hezekiah Chaffee House located on 108 Palisado Avenue, Windsor, CT 01590. Your bid must include non-collusion form for your bid to be considered.

EXTERIOR PAINTING SCOPE OF WORK

The selected CONTRACTOR will chip / sand and capture all paint chips while prepping all exterior surfaces. All soffits, fascia's, rake boards existing and new, window trim, exterior doors, front door porch, to be repainted. Scrape, sand, caulk, prime using Sherwin Williams Primer RX, apply two coats of premium semi-gloss white exterior grade paint or PP&G Seal Grip Primer and Sunproof for top coats. Sherwin Williams Duration or approved equal only. Remove and contain all (Lead) paint chips, properly dispose of all. Furnish and install all materials, labor, and equipment related to the repainting of all exterior of Hezekiah Chaffee House as per scope described here within, RFP is posted on town and DAS website. All work to be performed at the Hezekiah Chaffee House located on 108 Palisado Avenue, Windsor, CT 01590. Your bid must include non-collusion form for your bid to be considered.

BID AND SUBMITTAL CONDITIONS:

THE BIDS SHALL INCLUDE:

1. Bidders will submit one set of their sealed bid on enclosed BID FORM.
2. A statement of staff availability and their experiences and backgrounds.
3. A list of any and all proposed subcontractors to be utilized on the project.
4. A projected time schedule of the work. It is expected that the work will begin in or around September 2021 and be completed no later than October 31, 2021.
5. Bid security payable to the Town of Windsor in the form of a certified check or bid bond is required for five percent (5%) of the lump sum bid, issued by an acceptable surety on AIA document A311 or check, or comparable legal bond form, and must accompany each bid.
6. The successful bidder shall provide using AIA documentation forms the following; apply for permit, Performance and Payment bond within ten days of notification of project award.
7. **CONTRACTOR(S) can bid exterior painting only or roof replacement only or together if so desired.**

SUBMISSION REQUIREMENTS

Bids will be received at the Finance Department Windsor Town Hall Attn: James Bourke until Friday July 29, 2021 11:00 AM. Bids will be opened shortly after 11:00 am in the Rose Room Third Floor Windsor Town Hall. All bids received from CONTRACTORS who did not attend mandatory walkthrough, will be disqualified. All bids must include Non-Collusion Affidavit Form to be accepted as valid. All qualified bids will be posted on town website.

***James Bourke
Director of Finance
Town Hall
275 Broad Street
Windsor, CT 06095***

The Contractors are advised the Town of Windsor reserves the right to accept or reject any or all bids, high or low. Or any part thereof, to waive defects or formalities in same, or to accept and negotiate with any bidder it deems to be in Windsor's best interests.

(A)(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender

identity or expression, sexual orientation, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (3) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, 46a-68f and 46a-86; (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and section 46a-56.

- (B) Any Contractor who is a party to a municipal public works contract or quasi-public agency project, where any such contract is valued at less than \$50,000 for each year of the contract, shall provide the Commission on Human Rights and Opportunities with a written or electronic representation that complies with the nondiscrimination agreement and warranty under subsection (A)(1) above, provided if there is any change in such representation, the Contractor shall provide the updated representation to the Commission not later than 30 days after such change. Any Contractor who is a party to a municipal public works contract or a quasi-public agency project, where any such contract is valued at \$50,000 or more for any year of the contract, shall provide the Commission with any one of the following: (1) Documentation in the form of a company or corporate policy adopted by resolution of the board of directors, shareholder, managers, members or other governing body of such Contractor that complies with

the nondiscrimination agreement and warranty under subsection (A)(1) of this section; (2) Documentation in the form of a company or corporate policy adopted by a prior resolution of the board of directors, shareholders, managers, members or other governing body of such contractor if (a) the prior resolution is certified by a duly authorized corporate officer of such contractor to be in effect on the date the documentation is submitted, and the executive director of the Commission on Human Rights and Opportunities or designee certifies that the prior resolution complies with the nondiscrimination agreement and warranty under subdivision (A)(1) of this section; or (3) Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson or other corporate officer duly authorized to adopt company or corporate policy that certifies that the company or corporate policy of the contractor complies with the nondiscrimination agreement and warranty under subdivision (A)(1) of this section and is in effect on the date the affidavit is signed..

(C) If the Contract is a municipal public works contract or a quasi-public agency project, the Contractor agrees and warrants that s/he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project. The Contractor shall include the provisions of subdivision (A)(1) of this section in every subcontract or purchase order entered into to fulfill any obligation of a municipal public works contract or contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer, unless exempted by regulations or orders of the Commission on Human Rights and Opportunities. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with section 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a state contract, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

(D) "Minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and

additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements. Determination of the Contractor's good faith efforts shall include, but shall not be eliminated to, the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission on Human Rights and Opportunities may prescribe that are designed to ensure the participation of minority business enterprises in municipal public works contracts or quasi-public agency projects. "Municipal public works project" means that portion of an agreement entered into on or after October 1, 2015, between any individual, firm or corporation and a municipality for the construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, which is financed in whole or in part by the state, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees but excluding any project of an alliance district, as defined in section 10-262u, finance by the state funding in an amount equal to fifty thousand dollars or less. "Quasi-public agency project" means the construction, rehabilitation, conversion, extension, demolition or repair of a building or other changes or improvements in real property pursuant to a contract entered into on or after October 1, 2015, which is financed in whole or in part by a quasi-public agency using state funds, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

TERMS AND CONDITIONS

Unless otherwise modified, the following terms and conditions will apply to professional services rendered. Bids must be held firm and may not be withdrawn for ninety (90) days after the bid opening.

Services to be Provided

The Contractor shall provide services as set forth in their bid and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the Town of Windsor and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by the Town of Windsor or in accordance with any applicable state or federal law.

Billing and Payment

The Town of Windsor will pay the Contractor for services performed in accordance with the signed Agreement. Invoices will be submitted periodically or upon completion of services rendered. The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 10 days after approval by the Town's Public Building Commission of an invoice requesting payment, either indicate the approval of payment and process the invoice or indicate to the Contractor in writing, the reason for refusing to approve said invoice. In the later case, the Contractor will make the necessary corrections and resubmit the invoice. The Town will, within 30 days of an approved invoice, pay the amount to the Contractor.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Equitable Relief

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

Insurance

The Contractor shall, after being awarded the Contract but prior to starting work, furnish Certificates of Insurance, including Automobile, Commercial General Liability, Professional Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

1. Commercial General Liability Insurance:

The Contractor shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury

and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. Commercial Automobile Liability Insurance

The Contractor shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The Contractor shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance

The Contractor shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. Professional Liability Insurance

The Contractor shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Windsor and shall provide no less than thirty- (30) days notice to the Town of Windsor in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile, and Umbrella Liability shall name the Town of Windsor as an additional insured.

Certificates of Insurance, acceptable to the Town of Windsor shall be delivered to the Town of Windsor prior to the commencement of the work and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the Contractor shall not allow any Subcontractors to commence work until the Subcontractors insurance has been so obtained and approved.

USE OF CONTRACTOR'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

The drawings, specifications and other documents prepared by the Contractor for this Project shall be the joint property of the owner and the Contractor, provided, however, the rights of ownership shall be limited as follows:

(a) Contractor shall provide the owner with all equipment owners' manuals and documentations.

The Owner shall have the unlimited right to submit or distribute documents to meet official regulatory requirements or for similar purposes in connection with the project.

PREVAILING WAGE AND PAYMENT BY GENERAL CONTRACTOR TO SUBCONTRACTOR

In accordance with Section 31-53 of CGS, renovations less than \$100,000 are not subject to Prevailing Wage.

The General Contractor shall remain in accordance with Section 49-41a of CGS, Enforcement of payment by general contractor to subcontractor and by subcontractor to his subcontractors.

BID FORM

**HEZEKIAH CHAFFEE HOUSE
ROOF REPLACEMENT PROJECT
105 PALISADO AVENUE
WINDSOR, CT 06095**

**To: Mr. James Bourke, Director of Finance
Town of Windsor Town Hall
Finance Department
275 Broad Street
Windsor, CT 06095**

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,

(Name of Firm)

Having visited the site and carefully examined existing conditions, bidding documents and received prior to schedule closing time for recipient of Bids as prepared by Town of Windsor, 275 Broad Street Windsor, Ct 06095, hereby agrees as follows:

TO: Remove properly dispose all existing roofing and any other all materials, daily clean site to owners representatives satisfaction, properly remove and arrange disposal of materials. Furnish and install all materials, labor, and equipment as per all project scope and specifications related to the replacement of all house roof areas. Replace agreed upon with owner any rake, fascia, soffit boards. Installation of approximately 3000 sq. ft. new #1 clear cedar shingles. Bid price to be complete lump sum for roof replacement at 105 Palisado Avenue Windsor, CT.

Unit Pricing:

Replace deteriorated wood framing	Per ln. ft. Add \$ _____
Replace deteriorated roof sheathing	Per sheet. Add \$ _____
Replace Soffit Boards	Per Ln. Ft. Add \$ _____
Replace Fascia Boards	Per Ln. Ft. Add \$ _____
Replace Rake Boards	Per Ln. Ft. Add \$ _____

To the satisfaction of the Owner for the TOTAL lump sum of:

(written) _____ (\$ _____)

To remove all existing materials related to this project, properly dispose thereof, provide all labor, equipment, and materials, and all else whatsoever necessary to install new roof per project drawings and project Specifications. If awarded this contract, we will negotiate an AIA contract with the Town of Windsor, Owner of the property. **Non-Collusion Affidavit Form MUST be included with bid to be accepted.**

Receipt of Addenda: Receipt of the following Addenda (if any) is hereto acknowledged:

Addendum	Signature	Date
No. 1	_____	_____
No. 2	_____	_____
No. 3	_____	_____
No. 4	_____	_____

FORM OF NON-COLLUSIVE AFFIDAVIT

State of Connecticut

County of Hartford

_____, being first duly sworn, deposes and says:

That he/she is, _____ the party making the foregoing proposal for bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of Windsor, State of Connecticut, or any person interested in the proposed contract, and that all statements in said proposal for bid are true.

Hezekiah Chaffee House Roof Replacement Project

Signature (Signature should be notarized)

Printed Name and Title

Name of Company/Corporation

Date

Personally appeared _____, and acknowledged the same to be his free act and deed as such _____, and the free act and deed of said corporation before me.

In Witness Whereof, I hereunto set me hand and seal.

Notary Public

My Commission Expires

Town of Windsor
Chaffee House
108 Palisado Avenue
Windsor, CT. 06095

Roof Inspection Date

5//26/2021

Roof Identification and Size

The Chaffee House roof consists of a 36 year old wood shake roof system. The shakes roofs are aged and in need in replacement within the next year.

Pitched roofs sq. footage 2,973 (Roof areas A, B, C and D)

Estimated Installation Date

Roofs were also installed in 1985

Leak History

No leaks have been reported

Drainage/Slope

Pitched roofs appears to have a 3" per 12 pitch

General Conditions

- Wood Shakes are in poor shape, needs to be replaced.

Photographs



Overview photo



Warped and broken wood shakes



Overview



Overview

BID FORM

**HEZEKIAH CHAFFEE HOUSE
EXTERIOR PAINTING PROJECT
105 PALISADO AVENUE
WINDSOR, CT 06095**

**To: Mr. James Bourke, Director of Finance
Town of Windsor Town Hall
Finance Department
275 Broad Street
Windsor, CT 06095**

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,

(Name of Firm)

Having visited the site and carefully examined existing conditions, bidding documents and received prior to schedule closing time for recipient of Bids as prepared by Town of Windsor, 275 Broad Street Windsor, Ct 06095, hereby agrees as follows:

TO: Remove / scrap all loose paint. Properly dispose all lead paint chips. Apply caulking as where required. Apply one coat of primer, and apply two finish coats of white semi-gloss exterior paint to owners representatives satisfaction. Bid price to be complete lump sum for exterior painting of Hezekiah Chaffee House at 105 Palisado Avenue Windsor, CT.

To the satisfaction of the Owner for the TOTAL lump sum of:

(written) _____ (\$ _____)

To remove all existing materials related to this project, properly dispose thereof, provide all labor, equipment, and materials, and all else whatsoever necessary to repaint all exterior wood trim, doors, windows. If awarded this contract, we will negotiate an AIA contract with the Town of Windsor, Owner of the property. **Non-Collusion Affidavit Form MUST be included with bid to be accepted.**

Receipt of Addenda: Receipt of the following Addenda (if any) is hereto acknowledged:

Addendum

Signature

Date

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

FORM OF NON-COLLUSIVE AFFIDAVIT

State of Connecticut

County of Hartford

_____, being first duly sworn, deposes and says:

That he/she is, _____ the party making the foregoing proposal for bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of Windsor, State of Connecticut, or any person interested in the proposed contract, and that all statements in said proposal for bid are true.

Hezekiah Chaffee House Exterior Painting Project

Signature (Signature should be notarized)

Printed Name and Title

Name of Company/Corporation

Date

Personally appeared _____, and acknowledged the same to be his free act and deed as such _____, and the free act and deed of said corporation before me.

In Witness Whereof, I hereunto set me hand and seal.

Notary Public

My Commission Expires