

TOWN OF SIMSBURY

**DEPARTMENT OF PUBLIC WORKS
933 HOPMEADOW STREET
SIMSBURY, CT 06070**

INVITATION TO BID

FOR

SPRINKLER SYSTEM INSPECTIONS FOR:

BELDEN TOWN HALL,

ENO MEMORIAL HALL,

AND THE

SIMSBURY PUBLIC LIBRARY

The Town of Simsbury is soliciting bids for Inspection Contracts for Automatic Sprinkler Systems in three town-owned buildings. These buildings are Belden Town Hall, located at 933 Hopmeadow St., Eno Memorial Hall, located at 754 Hopmeadow St., and the Simsbury Public Library, located at 725 Hopmeadow St.

Sealed proposals will be accepted by Kevin Kane, Director of Finance, 933 Hopmeadow St.(Rt 10/202), Simsbury, CT until Tuesday July 6, 2010.

A walkthrough of each building will be given on June 23, 2010 at 1 p.m. Please contact Mark Rustic, Supervisor of Buildings & Grounds at 860-658-6242 to confirm attendance at this walkthrough.

SCOPE OF WORK

Inspections and Preventative Maintenance

Contractor shall inspect all automatic sprinkler systems, wet and dry, four times a year (quarterly) and shall report all items in need of repair or replacement promptly to the Town of Simsbury. Contractor will inspect each control valve in each system and return it to its normal position when not locked or supervised. Dry valves shall be trip tested once a year.

Contractor shall conduct water flow tests at both ends of the system to confirm adequacy of the water supply. Contractor shall inspect coverage of system, condition of sprinkler heads, branch lines, risers, cross mains, and other segments of system involved. If any parts of the system are found to be defective or broken, they shall be replaced by the Contractor at that time.

Contractor shall test all alarms in the facility each time an inspection is performed.

The results of the inspections must be reported on standardized inspection form and submit an inspection report with recommendations to the Town of Simsbury resulting from each inspection performed.

24 Hour Emergency Service

Contractor will provide labor for all repairs during regular working hours, 8:00 a.m. – 5:00 p.m., for repairs covered under this agreement. Overtime repairs not covered under this agreement can be billed at an hourly rate to be specified in the proposal.

The Town of Simsbury shall expect reasonable response time from the Contractor. If the Contractor does not respond to a maintenance request from the Town within four (4) hours, the Town reserves the right to secure another contractor to perform the necessary repairs. The non-responsive Contractor within this agreement will be responsible to pay for the repairs performed which fall under this contract.

TERMS OF AGREEMENT

The term of this agreement shall start on July 1st, 2010 and terminate the last day of June 2011. The Town of Simsbury reserves the right to terminate this contract at any point if it is deemed to be in the best interest of the Town. Contractor will be given a thirty (30) day notice of termination of this contract for any reason deemed necessary by the Town.

PAYMENT

The billing for this contract will be separate for each building. The billing is to be sent out by the Contractor following each inspection and must include a report for the inspected building.

QUESTIONS

Any questions about this project should be directed to: Mr. Thomas J. Roy, Director of Public Works (860) 658-3222 by fax (860) 408-5416, or by mail PO Box 495, Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of bids. No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions received via an addenda available to all prospective bidders. Such addenda will become part of this Invitation to Bid and the resulting contract. At least three (3) days prior to the receipt of bids, the Town will post a copy of any addenda to its website, located at: www.simsbury-ct.gov/finance. It shall be the responsibility of each bidder to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

INSURANCE

The Contractor must carry insurance under which the Town is named as an assured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by Connecticut State Statute.
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	\$1,000,000
Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000
- C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	\$1,000,000
Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000

Insurance under B and C above must provide for a 30 day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

SPRINKLER SYSTEM INSPECTION & MAINTENANCE PROPOSAL

SPRINKLER SYSTEM SERVICE AS DESCRIBED IN THE SCOPE OF WORK FOR:

BELDEN JULY 1, 2010 – JUNE 30, 2011 \$ _____

ENO JULY 1, 2010 – JUNE 30, 2011 \$ _____

LIBRARY JULY 1, 2010 – JUNE 30, 2011 \$ _____

TOTAL \$ _____

HOURLY RATE FOR EMERGENCY SERVICES \$ _____

Submitted By: _____
Company

Street City State Zip

Authorized Signature: _____
Signature Printed Name

Phone Number with Area Code _____