

TOWN OF SIMSBURY

**DEPARTMENT OF
PARKS & RECREATION
933 HOPMEADOW STREET
SIMSBURY, CT 06070**

INVITATION FOR BID

FOR

**ROOF REPLACEMENT AT
SIMSBURY FARMS CLUBHOUSE
W.SIMSBURY, CT 06092**

The Town of Simsbury is soliciting bids for REMOVING AND INSTALLING ALL ASPHALT ROOFING AND REPLACING RUBBER ROOFING AT SMALL AREA OF FLAT ROOF. The scope of work is to include furnishing all labor, materials, and equipment necessary to complete the removal and replacement of the asphalt roofing and install new rubber roofing system on the flat section of roof. This project includes taping all wood seams, laying 6 feet of Weatherwatch ice and water barrier along all leading edges and valleys, installing new drip and rake edge metal, installing new vent pipe flanges, flashing all wall and pipe areas, installing new EPDM rubber roofing system on flat roof area. All shingles on door entry ways are considered part of the roof.

All work will be done Monday through Friday. No work shall be performed on State or Federal holidays unless with prior approval from the Director of Culture Parks and Recreation.

Sealed proposals will be accepted by Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070 until 11:00 a.m., Thursday, January 19, 2023.

Specifications and bidding documents may be obtained electronically via the Town's web site at the following link: <http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>. Bid documents will not be mailed or faxed.

STANDARD INSTRUCTIONS TO BIDDERS
ROOF REPLACEMENT AT SIMSBURY FARMS CLUBHOUSE
W.SIMSBURY, CT 06092

1. Project Overview:

- Remove all asphalt roofing from Golf Clubhouse.
- Tape all plywood seams
- Lay 6 feet of WeatherWatch ice and water barrier along all leading edges and valleys.
- Cover remainder of roof decking with premium synthetic underlayment.
- Install new drip and rake metal.
- Install new vent pipe flanges.
- Shingles with GAF Slateline Lifetime roofing. Color “Weathered Slate”
- Install continuous ridge venting.
- Flash all wall and pipe areas.
- Install new EPDM rubber roofing system on flat roof area.
- Tarps should be hung to protect building and property from roof debris.
- Property should be cleaned up at end of each day.
- A dumpster should be provided by contractor for debris removal.
- Obtain a Town of Simsbury permit.
- Provide a 30 – year warranty for all roofing products cover materials and 5 – year workmanship warranty for all related work.

See attached roof diagram.

2. Work Hours and Staffing:

The Simsbury Farms Clubhouse will remain open during the roof replacement. As part of the bid submission, the Contractor is responsible for submitting a proposal stating the hours they wish to work, the number of employees needed for this project and the total number of working days to complete the project.

3. Key Event Dates:

Invitation to Bid Issued	Tuesday, December 27, 2022
Pre-Bid Conference	Call Parks Superintendent @ 860-651-3944 if you would like to meet onsite
Bids Due	Thursday, January 19, 2023 by 11:00AM
Commencement of Work	With sixty (60) calendar days of Notice to Proceed

4. Bid Submission Instructions:

- A. One (1) original and one (1) copy of all bids must be submitted in a sealed envelope with the bidder's name on the outside of the envelope and clearly marked "Sealed Proposal for Town of Simsbury – ROOF REPLACEMENT AT SIMSBURY FARMS CLUBHOUSE. If forwarded by mail or courier, the sealed envelope must be addressed to "Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070". Bids must be at the Town Hall prior to 11 a.m., on Thursday, January 19, 2023. Postmarks are NOT an acceptable waiver of this policy.
- B. Ditto marks or words such as "SAME" must not be used for the bid to be considered.
- C. All information must be submitted in ink or typewritten. Errors, alterations or corrections must be shown on both the original and all required copies, each of which must be initialed by the person signing the bid.
- D. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel or modify their bid during this ninety (90) day period after bids are opened.
- E. An authorized person representing the legal entity of the bidder must sign bids.
- F. The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form, or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.
- G. The Town of Simsbury reserves the right to waive any minor informality in a bid when such a waiver is in the best interest of the Town.

5. Questions:

Any questions about this project shall be directed to: Mr. Orlando Casiano, Parks Superintendent by phone (860) 651-3944, email at ocasiano@simsbury-ct.gov, or by mail to the Culture, Parks and Recreation Dept, 933 Hopmeadow Street Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) business 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 via an addendum. 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: <http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>. 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.

6. Measurement and Payment

All work will be paid as provided in the Bid Form for all work, including labor and materials, to complete the services described in this Invitation to Bid. Progress payments will be made monthly. No payments will be made for mobilization or materials.

The Contractor shall be responsible for all measurements and counts needed to provide pricing for the "Base Bid" and "Alternates 1" and 2" areas.

Payment for painting areas labeled as "Base Bid" on the plans and in the Schedule of Prices shall be a lump sum amount. The price stated is full compensation for materials, labor, equipment, and incidental work necessary to complete the, priming, staining and painting of all wood shingles, vertical siding, fascia/soffit, rake boards, metal doors and frames and wood columns.

7. Presumption of Bidder Being Fully Informed:

At the time the first bid is opened, each bidder is presumed to have read and is thoroughly familiar with all bidding documents, as well as, all contract documents for this project. Failure or omission of the bidder to receive or examine any documentation or information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

8. Pre-Bid Conference:

Anyone wishing to meet with Staff onsite prior to submitting a bid should contact Parks Superintendent, Orlando Casiano at 860-651-3944 to set up a meeting time.

9. Interpretation of Acceptable Work:

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of Simsbury. The Town will issue any substantive changes or interpretations in writing as an addendum.

10. Tax Exemptions:

The bidder shall be aware that the Town of Simsbury is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax-exempt forms will be provided to the successful bidder(s) as part of the contract award process.

11. Insurance Requirements:

The firm must carry insurance under which the Town is named as an additional insured, 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 State Statute & \$100,000 employers liability limit.
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
- | | |
|--|-------------|
| Injury or death of one person: | \$2,000,000 |
| 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 |
| Excess/Umbrella Liability: | \$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 contract completion by the Town.

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

Certificates of insurance must be submitted to the Director of Culture, Parks and Recreation 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 Culture, Parks and Recreation shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Culture, Parks and Recreation.

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.

12. Substitution for Name Brands:

Not applicable

13. Awarding the Bid:

The Town reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, and to waive formalities and informalities in the bidding process. The Town at its discretion will award the bid to the lowest responsible bidder. That bidder is the person or firm who is qualified and competent to do the work, whose past performance is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein. The Town reserves the right to award this bid to more than one bidder, if determined to best suit the needs of the Town. Alternates will be awarded if deemed to be in the best interest of the Town. Alternates are independent and neither, one or both may be awarded.

14. Rejection and/or Cancellation of Bids:

The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in the best interest of the Town.

15. Delivery Arrangements:

Not applicable

16. Bid Bond:

Not applicable

17. Performance Bond:

Not applicable

18. W-9 Form

The successful bidder must provide the Town of Simsbury with a completed W-9 Form prior to commencing work.

19. Submittals:

The Bidder shall, as soon as practicable, but not exceed fifteen (15) calendar days, after notification of selection of the award of the bid, furnish to the Owner, in writing the following:

- A. Designation of the Work to be performed by the Contractor's own forces
- B. Proposed hours of work and number of employees needed
- C. Submittal items listed in the Specifications

20. Agreement Documents:

The Agreement Documents are defined as:

- The Standard Instructions to Bidders
- The Agreement as executed
- The General Specifications
- Any Addenda, if issued

21. Term of Contract:

The Town requires all Work to be completed within seventy-five (75) days of notice to Proceed.

END OF STANDARD INSTRUCTIONS TO BIDDERS

Authorized Signature: _____

Signature *Printed Name*

BID FORM
SCHEDULE OF PRICES
ROOF REPLACEMENT AT
SIMSBURY FARMS CLUBHOUSE

ITEM NO.	ITEMS OF WORK	ESTIMATED QUANTITIES	UNIT	BID UNIT PRICE	EXTENDED AMOUNT
1	Remove all asphalt roofing	Entire roof	Lump Sum		
2	Install new shingles with GAF Slateline Lifetime roofing	Entire roof	Lump Sum		
3	Install new rubber roofing system	Flat roof area	Lump Sum		
4	Ice and water, barrier, Tape plywood, new drip edge metal, vent pipe flanges, cover roof decking with premium synthetic underlayment	All areas	Lump Sum		

CONTRACTOR'S SIGNATURE:

ALTERNATE ITEM PRICES

ITEM NO.	ITEMS OF WORK	ESTIMATED QUANTITIES	UNIT	BID UNIT PRICE	EXTENDED AMOUNT
1	Remove shingles from the two small sheds on site.	Shed			
2	Install new shingles on the two small sheds on site	Shed			
3					

CONTRACTOR'S SIGNATURE:

* The number given is the clause number in the Specifications which defines the payment for the ITEM

** The Bidder is requested to fill in computed "Amount": In cases of discrepancy between Unit Prices Bid written in words and the Unit Prices Bid written in figures, the Unit Prices Bid written in words will govern. In case of a discrepancy between the unit prices bid and amount, the Unit Prices will govern.

BID FORM
WORK HOURS, STAFFING
AND SCHEDULE
ROOF REPLACEMENT AT
SIMSBURY FARMS CLUBHOUSE

PROPOSED HOURS OF WORK:

DAY	PROPOSED HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

NUMBER OF EMPLOYEES NEEDED:

TOTAL NUMBER OF WORKING DAYS TO COMPLETE PROJECT:

**BID FORM
ROOF REPLACEMENT AT
SIMSBURY FARMS CLUBHOUSE**

All payments for work completed for this bid shall comply with Section 2 of the CONTRACT. No payments will be made for mobilization, materials or any other costs.

IF A SOLELY OWNED COMPANY:

Company Name _____
Address _____
Town _____
By _____
(Authorized Signature)
Title _____ Date _____

IF A CORPORATION OR LIMITED LIABILITY COMPANY:

A corporation or limited liability company organized under the laws of

_____, composed of officers as follows:

_____ President	_____ Secretary
_____ Vice President	_____ Treasurer

IF A PARTNERSHIP:

A partnership doing business under the firm name and style of

_____, composed of partners as follows:

_____ Name & Title (if any)	_____ Name & Title (if any)
_____ Name & Title (if any)	_____ Name & Title (if any)

This Bid must bear the written signature of the BIDDER. If the BIDDER is a partnership, the Bid must be signed by a partner. If the BIDDER is a corporation or limited liability company, the Bid must be signed by a duly authorized officer of such corporation or Limited Liability Company.

BIDDER'S QUALIFICATIONS STATEMENT

The BIDDER shall answer all of the following questions, as part of the Bid, so that the OWNER can judge the BIDDER's ability, experience and facilities for performing the proposed work.

1. Name of BIDDER: _____
2. Bidder's Tax Identification Number: _____
3. What year was company organized/formed? _____
4. How many years has the BIDDER been engaged in business under the present firm or trade name? _____
5. What is the general character or type of work you perform? _____

6. Has a claim ever been brought in court or to arbitration against the BIDDER for failure to complete any contracted work or default on a contract? _____

If yes, explain with whom and why: _____

7. For other similar projects you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work to be performed.

NOTE: The BIDDER is required to have completed a minimum of five (5) similar projects (services to other similar sized municipalities) as a demonstration of competency and experience for the project proposed herein. Such projects are to be listed below.

8. Attach a list of all projects that your present organization has completed within the past ten years or is presently working on, including name of project, owner and name and telephone number of the owner's representative.

Indicate the number of pages attached: _____ pages

9. Attach a list of the names, addresses and the background/experience of all principal or key members of the BIDDERS organization, including its officers.

Indicate the number of pages attached: _____ pages

NOTE: If requested, the BIDDER agrees to furnish the OWNER with a detailed financial statement and other relevant information that may be required by the Town of Simsbury to properly evaluate the qualifications of the BIDDER.

PROPOSED SUBCONTRACTORS

BIDDER intends to utilize the following subcontractors on this project:

If none, write “None” here: _____

NAME AND ADDRESS OF SUBCONTRACTOR	DESCRIPTION OF WORK:
--------------------------------------	----------------------

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

NON-COLLUSION AFFIDAVIT OF BIDDER

State of _____, County of _____, being first
duly sworn, disposes and says that:

1. He is the owner, officer, representative or agent of: _____ the
BIDDER that has submitted the attached BID;
2. The attached BID is genuine; it is not a collusive or sham BID.
3. He is fully informed respecting the preparation, and contents of, and knowledgeable of all pertinent
circumstances respecting the attached BID.
4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or
parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed,
directly or indirectly, with any other bidder, firm or person to submit a collusive or sham BID in
connection with the AGREEMENT for which the attached BID has been submitted or to refrain
from bidding in connection with any contract, or has in any manner, directly or indirectly, sought
by agreement, collusion, communication or conference with any other bidder, firm or person to
fix the price or prices in the attached BID or of any other bidder, or to fix any overhead, profit or
cost element of the BID prices or the bid price of any other bidder, or to secure through collusion,
conspiracy, connivance or unlawful agreement any advantage against the Town of Simsbury or
any other person interested in the proposed AGREEMENT.
5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents,
representatives, owners, employees, or parties in interest, including this affiant; and
6. That no elected or appointed official or other officer or employee of the Town of Simsbury, who
is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or
labor to which it relates, or in any of the profits thereof.

(Signed) _____

(Name of Bidder)

Subscribed and sworn to before me this
_____ day of _____, 2023

Title
My Commission expires _____, 20__

**STATEMENT OF BIDDERS COMPLIANCE WITH
EQUAL EMPLOYMENT OPPORTUNITY LAW AND
REGULATION INCLUDING EXECUTIVE ORDER NO. 3**

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

To the extent required by law, the Bidder has complied on past Contracts and will fully comply on this project with all applicable laws and regulation regarding equal employment opportunities for minorities and women, and;

Has_ has not_____previously performed work under the conditions of the Governor's Executive Order No. 3 of the State of Connecticut, or any preceding similar Executive Order with regards to Non-Discrimination.

Signature

Title

Subscribed and sworn to before me this
_____day of_____, 2023

Title

My Commission expires_____, 20__

IMPORTANT: THIS STATEMENT MUST BE SUBMITTED WITH BID

END OF SECTION

**Arial View of Russell Shaw Clubhouse
Located at 100 Old Farms Road, West
Simsbury, CT**

