

TOWN OF SIMSBURY

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

INVITATION TO BID

ON-CALL EQUIPMENT AND LABOR RATES

VARIOUS CARPENTRY SERVICES

CONTRACTOR'S STATEMENT OF INTEREST

Contractors are invited to submit a Statement of Interest for On Call Carpentry Services where work is accomplished on a time and material basis. Work may include a variety of projects in and around our Town buildings and facilities. The work that may be required under this invitation includes both routine work that would be done during normal work hours (Monday – Friday 7:00am to 4:00pm) and emergency or high priority work that would need to be done on nights, weekends, or holidays.

Statements of Interest shall be returned to Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070 no later than 10:00 a.m., Thursday, August 31 2023.

**STANDARD INSTRUCTIONS TO BIDDERS
INVITATION TO BID
ON-CALL EQUIPMENT AND LABOR RATES
VARIOUS CARPENTRY SERVICES
SIMSBURY 06070**

1. Project Overview:

The Town of Simsbury is seeking qualified Carpentry Contractors that have both a skilled workforce and appropriate equipment to complete various work assignments on a time and material bases. The work that may be required under this invitation includes both routine work that would be done during normal work hours (Monday – Friday 7:00am to 4:00pm) and emergency or high priority work that would need to be done on nights, weekends, or holidays. Hourly rates are to be designated for normal work hours and a separate rate for nights, weekends or holidays. All engagements outside of normal work hours will be paid as minimum 4-hours, with each hour thereafter being charged at the normal hourly rate for after hour work.

The Town is soliciting rates that will be used on an as-needed basis and there is no guarantee for minimum work under this engagement. It is the Town’s intention is to keep these rates on file for a period of 2-years. We understand that selected equipment may not be available at all times and that equipment may be bought or sold during the term of this engagement.

2. Key Event Dates:

Pre-Bid Conference	N/A
Bids Due	10:00 a.m. August 31, 2023
Commencement of Work	As needed

3. 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 Bid for Town of Simsbury – On-Call Equipment and Material Rates for Various Carpentry Work”. If forwarded by mail or courier, the sealed envelope must be addressed to Amy Meriwether, Finance Director, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT 06070”. Bids must be at the office of the Director of Finance prior to 10 a.m., August 31, 2023. Postmarks are NOT an acceptable waiver of this policy. Once the first bid is opened, all bids are deemed final and no corrections or alterations may be made.
- 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 and each 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.
- H. Prices to be inclusive, with a maximum 10% mark up on parts
- I. During the performance of this contract, the contractor agrees, if subcontracts are to be let, to take the following affirmative steps:
 - 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

4. Questions:

Any questions about this project must be made in writing directed to Mr. Matt Hopkins, Buildings and Grounds Superintendent. No oral interpretations shall be made to any respondent as to the meaning of any bid document. Questions may be submitted by fax (860) 408-5416, or by mail Department of

Public Works, 66 Town Forest Road, West 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. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions received via an addendum 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/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.

5. 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.

6. Pre-Bid Conference:

There is no pre-bid conference scheduled for this invitation.

7. Interpretation of Acceptable Work:

NA

8. 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.

9. Insurance Requirements:

The Contractor must carry the following types of insurance under which the Town is named as an additional insured on a primary and non-contributory basis, 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.
Employer's Liability: at least \$100,000 per employee/ \$1,000,000 per incident, and \$1,000,000 per policy.

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

- B. Automobile (including owned, hired, non-owned) 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

- C. Builders Risk including Fire and Extended coverage:
In an amount equal to the value of construction completed plus materials delivered to the site.
- D. Excess Liability Insurance. The CONTRACTOR shall maintain excess liability, which shall be over and above the commercial general liability insurance and business automobile liability insurance requirements, with limits of not less than:

Excess Liability:	\$5,000,000
-------------------	-------------

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

Insurance under B, C, and D above must be for the whole duration of the contract and for at least twenty-four (24) months after acceptance of the project by the Town.

The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability and automobile liability policies. A waiver of subrogation is required in favor of the Town of Simsbury on all insurance policies, including workers' compensation.

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

Insurance under B, C, and D above must be for the whole duration of the contract and for at least twenty-four (24) months after acceptance of the project by the Town.

A waiver of subrogation is required in favor of the Town of Simsbury on all insurance policies, including workers' compensation.

Subcontractors must carry A, B, C, and D in at least 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.

Indemnification: To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Town of Simsbury from and against all claims, bodily injury and property damage, judgments and expenses, including attorney fees that arise from and are alleged to arise from the performance of this Agreement. This provision shall survive termination of this Agreement.

10. Substitution for Name Brands:

N/A

11. Awarding the Bid:

The Town will keep all Statements of Interest on file for a 2-year period and will select the firm best suited for our various projects based on availability, price and past performance on similar assignments.

13. 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.

14. Delivery Arrangements:

N/A

15. Bid Bond:

N/A

16. Performance Bond:

N/A

17. W-9 Form

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

18. Submittals:

N/A

19. Agreement Documents:

The Agreement Documents are defined as:

- The Standard Instructions to Bidders
- Bid Form including Equipment Lists & Rates
- Any Addenda, if issued

END OF STANDARD INSTRUCTION TO BIDDERS

**BID FORM
CONTRACTOR STATEMENT OF INTEREST
ON-CALL EQUIPMENT AND LABOR RATES
FOR
VARIOUS CARPENTRY SERVICES**

Pursuant to and in compliance with the "Invitation to Bid" and Standard Instructions to Bidders relating thereto, the undersigned, having carefully examined all Bidding Documents together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids, hereby Offers and agrees as follows:

To provide all equipment and labor for work as assigned.

Description of Service	Hourly Rate	Daily Rate	Emergency/High Priority Off Hours Hourly Rates
Hourly Rate for Foreman	\$	\$	\$
Hourly Rate for Laborer	\$	\$	\$

Include list of other equipment that may be available with appropriate hourly rates. Attach additional sheets as necessary (See sample included with this Invitation to Bid)

In submitting this BID, the BIDDER acknowledges that:

1. The Contractor is responsible for all permits as required by the Building Department all permit fees will either be waived or reimbursed by the Town.
2. All hourly rates include all overhead, fees and insurances, profit, and all other costs to cover the finished work called for regarding the specified equipment. No additional payment of any kind in the form of a surcharge will be made for work accomplished under the hourly prices, as bid.
3. No representation of warranty has been made by the OWNER that any respondent to this Invitation will receive any minimum quantity of work.

Submitted By: _____
Company
Phone

Street
City
Zip

Authorized Signature: _____
Signature
Printed Name

**BID FORM
CONTRACTOR STATEMENT OF INTEREST
ON-CALL EQUIPMENT AND LABOR RATES
FOR
VARIOUS CARPENTRY SERVICES**

**Please attach a list of available equipment
&
Corresponding hourly rates**

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 Bill 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.

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__

TOWN OF SIMSBURY
ACKNOWLEDGEMENT FORM
AND
CHARTER SECTION 1003
CODE OF THE TOWN OF SIMSBURY

ACKNOWLEDGEMENT FORM

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a Contractor retained by the Town of Simsbury, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception

CONFLICTS OF INTEREST
SECTION 1003

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the town or of any board or commission shall disqualify such elected or appointed official or such member of a board of commission or such town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

Signature

Name (Please Print)

Date

A copy of the Town Code is available from the Office of the Town Clerk or is available on line at
http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/towncode_1.pdf

**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