TOWN OF SIMSBURY

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

INVITATION FOR BID
FOR
PAINTING IMPROVEMENTS AT
SIMSBURY PERFORMING ARTS CENTER
22 IRONHORSE BOULEVARD
SIMSBURY, CT 06070

The Town of Simsbury is soliciting bids for PAINTING IMPROVEMENTS AT SIMSBURY PERFORMING ARTS CENTER. The scope of work is to include furnishing all labor, materials, and equipment necessary to complete the exterior and interior painting of the Simsbury Performing Arts Center. This project includes power washing the exterior wood to remove all mildew and residue, apply one coat of semi–transparent stain via brush and roller, hand washing sheet rock ceiling, sheet rock repairs as needed, prime and paint sheet rock ceiling, paint metal doors and frames, paint all metal handrails and structural support steel.

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 10:00 a.m., Thursday, February 18, 2021.

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

PAINTING IMPROVEMENTS AT

SIMSBURY PERFORMING ARTS CENTER BUILDING

SIMSBURY, CT 06070

1. Project Overview:

The Town of Simsbury (“Town”) is soliciting bids for the exterior painting of the Simsbury Farms Main Recreation Building.

This project includes:

- Power washing the exterior wood cedar siding and hand wash the sheet rock ceiling to remove all, dirt, mildew and residue. Allow to dry completely. Sand where necessary.
- Apply one coat of Sherwin Williams semi-transparent stain via brush and roller application to all wood shingles and vertical cedar siding.
- The sheet rock ceiling shall be repaired as needed, primed and finished coated with Sherwin Williams acrylic flat white. (An exterior super flat paint on ceiling with moisture blockage would be preferred.)
- Metal doors and frames shall receive one coats of Sherwin Williams Duration latex satin.
- Apply one coat of oil type industrial enamel to structural steel and pipe handrails.
- Adequate precaution shall be taken to protect areas not scheduled for painting
- All colors and finishes shall match existing.

2. Work Hours and Staffing:

The Simsbury Performing Arts Center Building will remain open during the painting process. 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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to Bid Issued</td>
<td>Wednesday, January 27, 2021</td>
</tr>
<tr>
<td>Pre-Bid Conference</td>
<td>Wednesday, February 10, 2021</td>
</tr>
<tr>
<td>Bids Due</td>
<td>Thursday, February 18, 2021 at 10:00a.m</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>With sixty (60) calendar days of Notice to Proceed</td>
</tr>
</tbody>
</table>

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 – PAINTING IMPROVEMENTS AT SIMSBURY PERFORMING ARTS CENTER. 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 10 a.m., on Thursday, February 18, 2021. Postmarks are NOT an acceptable waiver of this policy. There is outside drop box at the Simsbury Town Hall for off hours submissions.

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. Thomas Tyburski Director of Culture, Parks and Recreation by fax (860) 408-9283, email at ttyburski@simsbury-ct.gov, or by mail to the Culture, Parks and Recreation Department, 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 “Alternate 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 staining and painting.
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:

A NON-MANDATORY Pre-Bid Site Visit will begin at the site at 22 Iron Horse Boulevard, Simsbury, CT 06070 on Wednesday, February 10, 2021, at 9:30 AM local time. Attendance is not mandatory. Any bid submitted by an entity that did not attend the Pre-Bid Conference will be opened.

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.

<table>
<thead>
<tr>
<th></th>
<th>Workman's Compensation, as required by State Statute &amp; $100,000 employers liability limit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Public Liability, Bodily Injury Liability and Property Damage Liability as follows:</td>
</tr>
<tr>
<td></td>
<td>Injury or death of one person: $2,000,000</td>
</tr>
<tr>
<td></td>
<td>Injury to more than one person in a single accident: $1,000,000</td>
</tr>
<tr>
<td></td>
<td>Property damage in one accident: $1,000,000</td>
</tr>
<tr>
<td></td>
<td>Property damage in all accidents: $1,000,000</td>
</tr>
<tr>
<td></td>
<td>Excess/Umbrella Liability: $1,000,000</td>
</tr>
<tr>
<td>B.</td>
<td>Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:</td>
</tr>
<tr>
<td></td>
<td>Injury or death of one person: $1,000,000</td>
</tr>
<tr>
<td></td>
<td>Injury to more than one person in a single accident: $1,000,000</td>
</tr>
<tr>
<td></td>
<td>Property damage in one accident: $1,000,000</td>
</tr>
<tr>
<td></td>
<td>Property damage in all accidents: $1,000,000</td>
</tr>
</tbody>
</table>
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
Pursuant to and in compliance with the “Invitation to Bid” and Standard Instructions to Bidders relating thereto, the undersigned, having visited the sites and carefully examined all Bidding Documents and complete General Specifications 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 labor, materials, equipment, hauling, disposal and anything else reasonably necessary to complete all work per the attached specifications.

- If awarded this Contract, we will execute a Contract with the Town of Simsbury

In submitting this BID, the BIDDER acknowledges that:

1. Each bid price includes all labor, materials, equipment, transportation, hauling, disposal, overhead, fees and insurances, profit, and all other costs to cover the finished work called for regarding the specified section of Town as stated in the Contract Documents. No additional payment of any kind in the form of a surcharge will be made for work accomplished under the bid prices, as bid.

2. No representation of warranty has been made by the OWNER that the estimated quantities used for comparison of BIDS will even approximate the actual quantities required to satisfactorily complete the WORK required under this CONTRACT.

3. Upon receipt of written notice of acceptance of this BID by the OWNER, the BIDDER shall execute the CONTRACT attached to these documents within ten (10) calendar days and other documents as required in these documents.

4. In regard to all conditions affecting the WORK to be done and the labor and materials to be furnished, this BID is based solely on the BIDDER’S investigations and findings and neither the OWNER nor its officers, employees or agents shall be held responsible for the accuracy of, or be bound by any information contained in these Contract Documents.

Submitted By: ________________________________

Company ___________________________ Phone ___________________________

Street ___________________ City ___________ Zip ___________

Authorized Signature: ____________________________

Signature ___________________________ Printed Name ___________________________
# BID FORM

## SCHEDULE OF PRICES

**PAINTING IMPROVEMENTS AT SIMSBURY PERFORMING ARTS CENTER BUILDING**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEMS OF WORK</th>
<th>ESTIMATED QUANTITIES</th>
<th>UNIT</th>
<th>BID UNIT PRICE</th>
<th>EXTENDED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stain (1 Finish Coat) – Base Bid</td>
<td>All wood siding</td>
<td>Lump Sum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Power wash all exterior areas to be stained and hand wash sheet rock to be painted.</td>
<td>All areas to be stained or painted</td>
<td>Lump Sum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Repair/Prime/Paint Sheet rock ceiling</td>
<td>All Areas</td>
<td>Lump Sum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Paint all metal doors/frames/handrails and structural steel supports</td>
<td>All Areas</td>
<td>Lump Sum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**CONTRACTOR’S SIGNATURE:**

---

## ALTERNATE ITEM PRICES

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEMS OF WORK</th>
<th>ESTIMATED QUANTITIES</th>
<th>UNIT</th>
<th>BID UNIT PRICE</th>
<th>EXTENDED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alternate 1- Second coat of stain to all wood siding</td>
<td>All wood siding</td>
<td>Lump Sum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Alternate 2 – Second coat of Paint to all metal doors/frames/handrails and structural steel supports</td>
<td>All Areas</td>
<td>Lump Sum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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
PAINTING IMPROVEMENTS AT
SIMSBURY FARMS PERFORMING ARTS CENTER BUILDING

PROPOSED HOURS OF WORK:

<table>
<thead>
<tr>
<th>DAY</th>
<th>PROPOSED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
</tbody>
</table>

NUMBER OF EMPLOYEES NEEDED:

TOTAL NUMBER OF WORKING DAYS TO COMPLETE PROJECT:______________
BID FORM
PAINTING IMPROVEMENTS AT
SIMSBURY PERFORMING ARTS CENTER BUILDING

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

(Approved by)

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.
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 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______________, 2021

________________________
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 ____________, 2021

_________________________
Title

My Commission expires __________, 20__

IMPORTANT: THIS STATEMENT MUST BE SUBMITTED WITH BID

END OF SECTION