

**SOUTH WINDSOR BOARD OF EDUCATION  
1737 MAIN STREET  
SOUTH WINDSOR, CONNECTICUT**

**SPECIFICATIONS**

**FOR**

**Bid No. 1920-001**

**TIMOTHY EDWARDS MIDDLE SCHOOL  
NEW COMBUSTION AIR DAMPERS**

**BIDS WILL BE RECEIVED UNTIL:**

**Monday, July 8, 2019**

**AT**

**11:00 A.M.**

**Ms. Chris Chemerka      Director of Finance & Operations**

**Mr. Patrick T. Hankard      Director of Facility Operations**

SOUTH WINDSOR PUBLIC SCHOOLS  
Bid #: 1920-001

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<b>Separate Attachment Includes:</b>	

**Drawings (4)**

- M-1 Boiler Room Floor Plan – Timothy Edwards Middle School**
- M-2 Elevation and Section**
- M-3 Combustion Air Dampers Wiring Diagram**
- M-4 Specifications**

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## **SECTION I** **INVITATION TO BID**

### **SOUTH WINDSOR PUBLIC SCHOOLS**

### **TIMOTHY EDWARDS MIDDLE SCHOOL NEW COMBUSTION AIR DAMPERS**

1. Specifications for the Bid No. 1920-001, Timothy Edwards Middle School New Combustion Air Dampers, may be obtained on the South Windsor Public Schools' website, <http://www.southwindsorschools.org> under "Departments," "Business Services," "RFPs and Bids".
2. **A mandatory pre-bid walk through will be conducted on Thursday, June 27, 2019 at 9:30 A.M.** Bidders should meet at Timothy Edwards Middle School, 100 Arnold Way, SW. **Bids will not be accepted from any firm that does not attend.**
3. Sealed bids will be received at the Office of the Director of Facility Operations, Rm. 100 until **11:00 a.m. on Monday, July 8, 2019.** Bids will be publicly opened and read aloud soon after in Room 106.
4. The South Windsor Board of Education reserves the right to waive any informalities in Bids; to reject any or all bids; or to accept the one that in their judgement will be for the best interest of the South Windsor Board of Education.

Patrick T. Hankard  
Director of Facility Operations  
South Windsor Board of Education  
[phankard@swindsor.k12.ct.us](mailto:phankard@swindsor.k12.ct.us)

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## **SECTION II** **SUBMISSION OF BIDS**

1. Bids must be submitted on forms supplied in this bid document.
2. Time and date for submission is contained within this document. Bids received after the specified time and date of bid opening given shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the bid opening. Name and address of the Bidder should appear in the upper left hand corner of the envelope.
3. Incomplete bids may result in the rejection of the bid. An original and one copy of the proposal schedule shall be submitted to the BOE. All bids must be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation to bid.
5. The BOE is exempt from excise, transportation and sales taxes imposed by the Federal Government and/or State. Such taxes must not be included in bid prices.
6. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
7. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or service and is in all respects fair and without collusion or fraud.
8. All bids will be opened and read publicly; and upon award are subject to public inspection.
9. **References: Include the name, title, and contact information of the authorized owner's representative for at least three recent projects of similar size, scale, and timeframe.**
10. Interested parties are encouraged to submit supporting documentation that is pertinent to the thorough evaluation of the bid.
11. The lump sum price for this Project shall include all materials, equipment, labor, supervision, overhead items, profit, protection and precautions and all other incidental costs necessary for construction. Lead Time to prepare shop drawing submittals. Lead Time from date of receipt of approved shop drawing submittals to shipping date.

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12. No oral statement of the Board or the Town, including oral statements by the representative listed above, shall be effective to waive, change, or otherwise modify any provision of the Bid Documents, and no bidder or prospective bidder shall rely on any alleged oral statement.

**13. Incurring Costs**

The South Windsor Public Schools will not be held responsible for any costs incurred by the vendor for work performed in preparation and production of a proposal.

**14. Freedom of Information Act**

All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages and portions of its proposal that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with the Board as described below, the Board shall, to the extent permitted by law, protect from unauthorized use and disclosure such Confidential Information.

If the Board receives a request for a bidder's Confidential Information, it shall immediately notify the bidder in writing of such request and provide the bidder with a copy of any written disclosure request. The bidder may provide written consent to the disclosure, or may object to the disclosure of said information by notifying the Board in writing to withhold disclosure of said information, identifying in such notice the basis for such objection, including the statutory exemption(s) from disclosure. The bidder shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate

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## **SECTION III** **AWARD OF CONTRACT**

1. The owner reserves the right to award the contract to the bidder offering the best value in the interest of the Owner but not necessarily award the contract to the bidder submitting the lowest bid.
2. The Owner reserves the right to reject any or all bids and to waive defects or informalities in any bid if it is deemed to be in the best interests of the Owner to do so. The Owner also reserves the right to select or reject in part or in total any and/or all the supplemental bid items and not necessarily in the order in which they appear in the proposal form.
3. The intent of this Project is to have a completed, finished, working Project whether or not any particular wording or direction is inadvertently omitted or not clearly stated.
4. Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish, and to furnish with his bid a cut or illustration or other descriptive matter which will clearly indicated and give specification as to the product he proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification, the item should be identified on the bid form by entering the i) make, ii) trade name, and iii) model number. Samples are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to insure that the items received are in fact the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense
5. All supplies and workmanship shall be subject to inspection and test after arrival at destination. In case articles are found to be defective, or otherwise not in conformity with the specification or requirements, the Board shall have the right to reject such articles, and shall incur no cost whatsoever for a reject article(s).

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## **SECTION IV** **SPECIFICATIONS**

### **GENERAL**

- A. The South Windsor Public Schools is seeking proposals from qualified heating contractors to furnish and install new combustion air dampers.
- B. The intent of this Request for Proposal is to seek a lump sum price to provide a turnkey project to furnish the required equipment and materials, receive, unload, handle and install the new combustion air dampers as specified including all required demolition, electrical work, controls interfaces, testing and commissioning, cleanup and turnover.
- C. Work will occur during the summer of 2019 and shall be completed by August 23, 2019.

### **PRE-BID CONFERENCE**

- A. A mandatory pre-bid conference will be held at the site on Thursday, June 27, 2019 at 9:30 am in order to acquaint all potential bidders with project site, typical site conditions and to field technical and administrative questions. Bids will not be accepted from any contractors who are not present at the pre-bid conference or who have not received the Contract Documents by that time. A representative (not necessarily a final approved) submittal of the specified combustion air dampers will be available.

### **ADMENDMENTS**

- A. South Windsor Public Schools will post any addenda on their website, <http://www.southwindsorschools.org> under “Departments,” “Business Services,” “RFPs and Bids”. **Each respondent is responsible for checking the websites to determine if the South Windsor Public Schools has issued any addenda and, if so, to complete its response in accordance with the RFP as modified by the addenda.**

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## SUBMISSION OF PROPOSALS

A. Proposals shall include the following information:

- Total lump sum cost of materials, labor, overhead and profit (Tax exempt)
- Lead Time to prepare shop drawing submittals
- Lead Time from date of receipt of approved shop drawing submittals to shipping date.
- Acknowledgement of receipt of any and all addenda.

B. Sealed bids clearly marked "Combustion Air Dampers – Timothy Edwards Middle School" in duplicate- will be received at the Office of the Director of Facility Operations, Rm. 100 until **11:00 a.m. on Monday, July 8, 2019**. Bids will be publicly opened and read aloud soon after in Room 106.

## RELATED DOCUMENTS

- A. General Conditions, Terms and Conditions and any other documents provided by South Windsor Public Schools at the time of documents issuance are a part of the Request for Proposal and shall apply to all equipment, materials or work specified or relating to this project.
- B. Where items of the General Conditions or other documents are repeated herein or in other Sections of the Specifications, it is merely intended to qualify or to call particular attention to them. It is not intended that any other parts of those General Conditions or other documents shall be assumed to be omitted if not repeated herein.
- C. In the event of a discrepancy between specifications and drawings, or between this section and other sections of the Contract Documents, the Owner and/or Engineer shall decide which shall prevail and such decision shall be binding.
- D. The following drawings shall be included as a part of these contract documents:

- M-1 Boiler Room Floor Plan – Timothy Edwards Middle School
- M-2 Elevation and Section
- M-3 Combustion Air Dampers Wiring Diagram
- M-4 Specifications

E. Goal:

The goal is to provide separate combustion air dampers, one for each heating boiler and one for the water heaters. Each damper will have an individual actuator and each damper will be directly wired to an individual boiler/burner so that when a given burner fires, its respective damper opens, the damper end switch proves and the burner is enabled to fire.

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## **SECTION V** **ADDITIONAL CONDITIONS**

The execution of a contract binds the vendor to all applicable State labor laws and regulations. All such standards, laws and regulations shall be binding to the same extent as if they were copied at length herein.

Each contractor shall be subject to, and shall comply with, the following requirements, included herein by reference, to insure, through affirmative action, that qualified employees and applicants for employment are not discriminated against because of race, religious creed, national origin, age, sex, marital status, sexual orientation or disability.

Said requirements shall include compliance with all applicable, federal, state, and local statutes, ordinances, and regulations relating to discrimination in employment. It shall be the responsibility of the contractor to be familiar with and knowledgeable about the above.

The apparent successful contractor may be required to undergo a pre-award compliance review for the purpose of ascertaining whether, in the opinion of the Board, the contractor is willing and/or capable of complying with the above.

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**SECTION VI**  
**PROPOSAL FORM**

DATE\_\_\_\_\_

**SOUTH WINDSOR BOARD OF EDUCATION  
1737 MAIN STREET  
SOUTH WINDSOR, CT 06074**

Pursuant to and in compliance with your "Advertisement" for bids and "Instructions to Bidders"; relating thereto, the undersigned,

\_\_\_\_\_  
(Name of Bidder)

Having carefully examined the premises, and complete specifications together with all addenda issued and received prior to scheduled closing time for receipt of bids hereby offers and agrees as follows:

To provide all materials, labor and equipment necessary in accordance with the attached specifications.

Bidders shall not include Federal Excise Taxes nor State of Connecticut Sales Taxes for which South Windsor Public Schools are exempt.

The right is reserved to purchase either by the item or the total items indicated.

After the opening of bids, all bids will stand available for a period of sixty (60) days.

All work shall be in accordance with the attached specifications.

The Contractor is expected to furnish all labor and materials and all costs applicable will be shown as the total Bid.

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**Lump Sum:** \$ \_\_\_\_\_

Lead Time to prepare shop drawing submittals \_\_\_\_\_

Lead Time from date of receipt of approved  
shop drawing submittals to shipping date. \_\_\_\_\_

**Addenda Receipt**

Receipt of the following Addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**All Bid Envelopes must be sealed and marked with Bid Title, Opening Date, and Time.**

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## **SECTION VII** **CERTIFICATE OF INSURANCE**

The successful contractor shall provide a certificate of insurance naming the SWPS and the Town of South Windsor as “additional insured” in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the bidder with an insurance company which is licensed to do business in the State of Connecticut.

- A. General Liability (including completed operations coverage) - \$1,000,000 (combined single limit) and \$2,000,000 aggregate coverage  
Bodily Injury – Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage.
- B. Worker’s Compensation per state statute
- C. Professional Liability - \$3,000,000
- D. Auto Liability: \$1,000,000 (if applicable)
- E. Excess/Umbrella Liability (with all liability coverages as underlyers): \$5,000,000
- F. Workers’ Compensation & Employers Liability-\$1,000,000 in Employers Liability limits

It is further understood and agreed that any liability of the South Windsor Board of Education, or its agents concerning any and all work and material necessary is covered within policy limits set forth in this certificate. Certificates of Insurance of this Agreement to assume afore-mentioned liability of Owners shall be filed with Owner and be subject to his approval, prior to commencement of any work.

The above liabilities shall include not only all damages that may result to any person or property by reason of operations and/or construction, but also during the maintenance period as defined elsewhere in the Contract, where condition of construction is a factor.

The insurance policy or policies shall be delivered to the Board, for the Board to examine and rule on acceptability of the policies and of any endorsements. All premiums or other insurance carrier' charges for such policies shall be paid by the Contractor.

Failure to provide the required insurance and certificates may, at the option of the Board of Education, be held to be a willful violation of the Contract and subject to the provisions of Contract paragraph "Abandonment of Work".

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**SECTION VII**  
**CERTIFICATE OF INSURANCE (Continued)**

The Contractor agrees to indemnify and to hold the Board of Education and its employees as well as the Town of South Windsor and its employees harmless and defend in any and all liability of every nature and description which may be suffered through Bodily Injuries, including death of any persons, or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission, or by reason of negligence of the Contractor, his agents, employees, his Subcontractors or employees or equipment of the South Windsor Board of Education and/or the Town of South Windsor.

All Policies shall be maintained for the duration of the contract.

In the event of any change in or cancellation of any one or more of said policies, the

\_\_\_\_\_  
Insurance Company will give not less than fifteen (15) days written notice to party to whom this Certificate is issued of such cancellation or change.

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

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(INSURING AGENT)

BY \_\_\_\_\_  
(AUTHORIZED AGENT)

**SECTION VIII**  
**INDEMNITY**

**The contractor agrees to indemnify, defend, and hold harmless the SWPS, its respective officers, employees and agents from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the contractor in the performance of this contract.**

**Signature:**

**Title:**

**Contractor:**

**Date:**

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## **SECTION IX** **AFFIRMATIVE ACTION**

**SOUTH WINDSOR PUBLIC SCHOOLS**  
**1737 Main Street**  
**South Windsor, CT 06074**

TO: All Contractors

FROM: Chris M. Chemerka, Director of Finance & Operations

SUBJECT: Affirmative Action

The South Windsor Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter. In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy with your bid response.

### **STATEMENT OF POLICY**

It is the employment policy of \_\_\_\_\_ that there will be no discrimination against anyone on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression in making employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination.)

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Signed (Name/Title of Company Officer)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State