

Stefura Associates Inc
77 North Washington Street
Boston MA 02114
617 723 5164

Addendum #1 Date:
Project:

2 September 2022
Tewksbury Elementary School
Pleasant Street
Tewksbury, MA

ADDENDUM #1 SUMMARY

Pleasant Valley Elementary School FFE Bid Package

This addendum does hereby become a part of the Contract Documents, and in the case of conflict, it supersedes the original specifications and/or drawings.

Changes to specifications and bid forms are highlighted in **bold, large type face**. Changes to drawings are highlighted with revision clouds. Only plans, specifications, and bid forms with changes are included in this addendum package.

The Contractor shall be responsible for issuing information contained herein to subcontractors and suppliers to ensure that his/her proposal covers all work required by the Contract Documents including this addendum.

Category	Action
1. General Conditions	Revision to Article 16: Receipt of Bids
2. Invitation for Bid	Revision to bid receipt
3. Subcategory A-1 Ancillary Seating	Revision to S71 Quantity and Dimensions
4. Bid From A-1 Ancillary Seating	Revision to S70 Quantity Revision to S71 Quantity

SECTION 100 - GENERAL CONDITIONS

The following General Conditions (Articles 1-26) shall apply and govern all furnishing suppliers and contractors and their sub-contractors in matters of furnishing and delivering school furnishings for this project:

SECTION 1 INTRODUCTION

The Instructions to Bidders ("Instructions") are intended to assist bidders in the preparation of bids, to call attention to legal requirements, and to set forth conditions upon which bids are submitted and received by the Town of South Windsor.

Bidders, at the time the bid is submitted, must be prequalified with the State of Connecticut Department of Administrative Services (DAS) in accordance with C.G.S §4b-91, for the bid package(s) listed below. In accordance with C.G.S §4a-100, C.G.S §4b-91, and C.G.S §4b-101, any trade contractor submitting a bid is required to submit their DAS Update (Bid) Statement with their bid. Failure to submit this item with the bid will result in rejection of the bid. All lower tier subcontractors with contracts in excess of \$500,000 must be prequalified in the applicable classifications at the time of performance of their work.

The contracts to be awarded are subject to contract compliance requirements of the Connecticut Commission on Human Rights and Opportunities as mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes. Prevailing wage rates as outlined in Connecticut General statutes 31-53 apply.

SECTION 2 DEFINITIONS

The following definitions shall apply in these Instructions, Bidding Documents, and Contract Documents:

The "Town" means the Town of South Windsor, Connecticut.

The term "bidder" shall mean any individual, group, entity or business responding to the Town's procurement invitation.

The term "bidding documents" shall include the Town's bid package, including purchase descriptions, specifications, drawings, submission requirements, scope of work and all related documents, bidder's submission, including any related documents, prices, deliverables or services promised, and any and all addenda issued prior to receipt of bids, which are all incorporated and shall be made a part of the Contract as written herein.

The terms "addenda" and "addendum" shall mean written documents and/or drawings issued by the Town prior to execution of the contract which modify, correct, modify, explain or interpret the bidding documents.

The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
"Contracting Officer" shall be interpreted as the Purchasing Agent of the Town of South Windsor.

"Firm Price" shall mean a guarantee against price increases during the life of the contract.

SECTION 3 EXAMINATION OF BID DOCUMENTS

Before submitting a bid, the bidder must (a) thoroughly examine the Bid Documents; (b) fully examine and be acquainted with local conditions that may in any manner affect cost, progress or performance of the work identified in the specifications; (c) be familiar with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the work identified in the specifications; (d) study and carefully associate observations with the requirements of the Bid Documents.

Failure of bidder to visit the site and/or be acquainted with the Bid Documents and work site, or to attend pre-bid conference, if any, shall in no way relieve the bidder from any obligation with respect to this procurement invitation.

Each bidder shall promptly notify the Contracting Officer of any ambiguity, inconsistency or error discovered upon examination of the Bid Documents, site or local conditions.

The submission of a bid shall constitute a representation by the bidder that every requirement of the Bid Documents has been complied with, and that the Bid Documents are sufficient in scope and detail and convey understanding of all terms and conditions for the performance of the contract.

ARTICLE 1. BID DOCUMENTS

The contract of the parties includes the Furniture Bid Form, Invitation for Bids, Purchase Contract, General Conditions and Specifications. These documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of the Town of South Windsor for correction by addenda during the bidding period. Any such discrepancies determined by the contractor and not corrected by addenda shall be resolved on the basis of furnishing the greater quantity without change in contract price.

ARTICLE 2. INTENT

It is the intent of these contract documents to include all labor, materials, appliances and services of every kind necessary to properly execute the work and to cover the terms and conditions of payment thereof, and to establish minimum acceptable requirements for equipment design and construction, and contract performance to assure fulfillment of the intended purpose.

ARTICLE 3. QUALIFICATIONS OF BIDDERS

No bid will be considered unless the firm submitting the bid can meet the following conditions:

- (a) That it has in operation, or is an established representative of, a factory adequate for and devoted to the manufacturer of equipment which it proposes to furnish and has the necessary specialized dies, molds and tools to provide the proper service, fittings, hardware and accessories.
- (b) That such manufacturers proposed have been engaged in the manufacture of similar equipment as that specified for a period of not less than ten (10) years and have a suitable organization to manufacture, furnish and deliver the equipment, all in accordance with pertaining codes, and the bidder shall have completed contracts of the kind and size contemplated by the specification and proposal within the past five years which have proven satisfactory under similar operating conditions.

(c) The bidder must have financial and physical resources of sufficient scope to assure prompt and satisfactory performance in the execution of the total conditions of this specification and in the production, furnishing and delivery of all equipment specified so as not to delay the progress of the work.

(d) Each bidder shall submit with his bid a list of five (5) contracts of similar size and scope to that specified herein which have been completed and accepted. Any bid not including said list of contracts may be considered incomplete and may be rejected without further recourse. The list shall accompany the bid and include the name of project, location, approximate value of job, and Owner's representative who may be contacted.

ARTICLE 4. MATERIALS, TOOLS, EMPLOYEES

All equipment and accessories shall be new, unused, and of recent manufacture, unless otherwise noted. All assembly work shall be properly managed and supervised by employees, who are thoroughly trained and experienced in the work involved.

ARTICLE 5. ROYALTIES AND PATENTS

The Successful Bidder shall pay all royalties and license fees on products furnished. He shall defend all suits and claims for infringement of any patent rights and shall indemnify and save the Owner from loss or inconvenience resulting therefrom.

ARTICLE 6. PERMITS AND COMPLIANCE WITH CODES

The Successful Bidder shall obtain and pay for all necessary permits and all equipment, appliances and work shall conform to applicable safety and fire codes. All equipment specified herein and furnished to this project shall be designed and manufactured to meet Occupational Safety and Health Administration standards.

ARTICLE 7. PROTECTION OF WORK AND PROPERTY

The Successful Bidder shall take all required precautions to protect all furnished furniture and equipment against damage, theft, and deterioration on the site. He shall respect the work of others and any accidental damage incurred to the work of others shall be promptly repaired or replaced at the expense of the Successful Bidder. All equipment shall be left in the proper location within the building and assembled as required with all manufacturer's directions and maintenance manuals, either attached or delivered to the Owner's representative in duplicate.

ARTICLE 8. RESPONSIBILITY AND LIABILITY TO RELATED CONTRACTORS

The Successful Bidder shall be fully liable for any and all additional charges to the Owner resulting from changes required to accommodate any item of equipment not furnished in strict accordance to the specifications approved by the Owner.

ARTICLE 9. CHANGES IN EQUIPMENT OR WORK

Subject to C.G.S §4a-100, C.G.S §4b-91, and C.G.S §4b-101, the Owner may order changes in the equipment or requirements in writing, the contract sum being adjusted accordingly. All charges for additional equipment or revisions must be submitted in advance to the Owner for approval.

ARTICLE 10. CORRECTIONS AND GUARANTEES

All equipment shall be inspected, and any items found not in conformance with the intent of contract and the quality specified shall be repaired or replaced promptly without additional charge. All workmanship and products shall be guaranteed against defective parts, materials, and finish under normal usage for a period of one (1) year from date of final acceptance. Any

defective materials or faulty workmanship occurring within that time shall be replaced or corrected promptly, without charge, upon notification by the Owner. Product warranties and guarantees of manufacturers exceeding one (1) year shall remain effective for their expressed duration.

ARTICLE 11. LIABILITY INSURANCE

Upon receipt of a purchase order, The Successful Bidder shall deliver to the Owner a certificate of insurance with The Town of South Windsor Public Schools, Colliers, Gilbane Building Company, DRA Architects, and Stefura Associates listed as additional insured on a primary and non-contributory basis. The cost of such insurance, including required endorsements and amendments, shall be the sole responsibility of the Successful Bidder. Full disclosure of any non-standard exclusions is required for all required coverages. All required insurance shall be certified by a duly authorized representative of the insurer(s) in the format shown on the sample insurance form. Properly executed certificates signifying adequate coverage in effect for the duration of the contract/project with renewal certificates issued not less than 30 days prior to expiration of a policy period, must be submitted and on file with South Windsor Public Schools prior to commencement of work.

The certificate shall show the following:

- Name and address of contractor's or lessee's insurance agent
- Name of insurance company affording coverage
- Policy number
- Inception dated and expiration dates of coverage
- Coverages afforded (general liability, automobile liability, and workers' compensation).
- Limits of coverages and any restrictions of deductibles that apply
- Description of operation
- Certificate holder's name
- Requirement of at least a 30-day notice to certificate holder of any changes or cancellation of coverage
- The authorized representative's signature (certificate will not be considered valid unless a signature of authorized representative is shown).

Coverage Requirements:

- Commercial General Liability (Broad Form) - \$1,000,000 per occurrence. \$3,000,000 aggregate cap.
- Auto Liability - \$1,000,000 including coverage for owned, hired or borrowed autos.
- Workers' Comp Employer Liability - Statutory.

ARTICLE 12. SAMPLES

On request, and without cost to the Owner, any bidder shall submit such full size samples of his equipment which in the opinion of the Owner and/or Architect are necessary to judge adequately the character, quality and construction of his product, and failure to comply within the time prescribed shall be deemed sufficient grounds for rejection of the bid.

Samples submitted by a Successful Bidder may be impounded by the Owner for the period of the contract for comparison of materials delivered to the job site to assure they conform in every respect to the approved samples submitted. Materials delivered that fail to conform to the approved samples shall be rejected.

The Successful Bidder shall submit to the Architect within seven (7) days of award of contract, a complete set of finish samples with actual finishes applied to actual material for true rendition. Printed or otherwise reproduced facsimiles where color and texture may not be true are not acceptable. Actual samples of fabric and other special and/or miscellaneous materials, shall be submitted in the same manner and in appropriate sizes.

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ARTICLE 13. EQUALITY OF MATERIALS

All proprietary names or products used for items listed in the specifications, are shown for purposes of description only and are not intended, nor should they be interpreted, to be an endorsement of any particular proprietary item. The words "or equal" are understood to follow all names of proprietary products, trade names, catalog numbers and detailed descriptions and shall be interpreted to mean any material, article, assembly or system, which in the opinion of the Owner is at least equal in quality, durability, appearance, strength and design to the equipment specified and will perform at least equally the functions imposed by the general design. Any and all expense necessary to prove to the awarding authority the equality of items offered as equal to the specific item or specified names shall be borne exclusively by the bidder submitting any proposed substitutions. The words "or equal" shall not be construed to permit substantial departure from the requirements of the specifications. The provisions of Connecticut General Laws shall govern.

Each bidder shall clearly identify each individual item he proposes to furnish in which a deviation occurs, in any respect, from that which is specified, by submitting with his bid a complete itemized list identifying each and every item wherein a deviation is proposed. The bidder shall, upon request and without cost to the Owner furnish documents, independent laboratory tests, and similar authenticated proof material to substantiate that the item proposed in his bid is "equal to" or "exceeding" that which is specified. Bids offering deviations shall be submitted in strict conformance to the requirements and procedures described herein, and failure to comply shall be just cause for rejection of the bid or the enforcement of supplying the item or items of equipment exactly as specified, without exception or recourse.

If any items bid are other than "as specified", the vendor MUST:

1. Provide a product brochure and specifications of the alternate item bid to the Owner, with their bid package. Finish selection matches for alternates must be acknowledged.
2. Failure to do any of the above will constitute a "No Bid" item.

ARTICLE 14. AWARDING OF CONTRACTS

The Owner reserves the right to reject any and all bids, waive minor informalities, and award contracts in the best interest of the Owner. The Owner's decision shall be final.

Award of "Extended Price" subcategories:

The award of the lowest price bid from the Responsive and Responsible bidder for each subcategory will be determined by multiplying the "unit price" by the quantity listed for each item to determine the "extended price". The total bid value shall be a sum of the "extended price", the bid total per subcategory. Unit prices shall include delivery and installation. Labor shall comply with the Prevailing Wage, refer to Prevailing Wage rates outlined in Connecticut General Statutes 31-53. Prevailing Wage applies only if the installation company will permanently secure furniture and/or fixtures to the building and/or grounds. If the installation company is permanently securing furniture and/or fixtures to the building and/or grounds the labor shall comply with the Carpenter's Prevailing Wage. Bidders do not need to bid every subcategory, but individual subcategories are to be bid in full where the "extended price" award formula is utilized. Each subcategory will result with one contract award per bid subcategory. The subcategories that will be awarded on the basis of "extended price" include the following subcategories:

- Subcategory A-1 Ancillary Seating
- Subcategory B-1 Medical
- Subcategory C-1 Metal Shelving
- Subcategory D-1 Miscellaneous
- Subcategory D-2 Waste Receptacles

Award of "Item by Item" subcategories:

It is the intent of the Owner to award each category in full utilizing "extended price" excluding the following subcategories which shall be awarded to the Responsive and Responsible bidder on an "item by item" basis. On "item by item" subcategories, bidders are not required to bid on every item within the "item by item" subcategory. Depending on bid results there may be one or more successful bidders per subcategory for "item by item" subcategories. The subcategories that will be awarded on an "item by item" basis include the following subcategories:

- Subcategory E-1 General Classroom Equipment
- Subcategory E-2 OT/PT Equipment
- Subcategory E-3 Art Equipment
- Subcategory E-4 Physical Education Equipment
- Subcategory E-5 Medical Equipment
- Subcategory E-6 Music Equipment
- Subcategory E-7 Custodial Equipment

ARTICLE 15. PAYMENTS

The Owner may approve the Successful Bidder's invoices for payments of materials delivered and requirements completed of up to eighty-five percent (85%) of the contract price; the balance of fifteen percent (15%) being withheld until final approval and acceptance of contractual obligations.

ARTICLE 16. RECEIPT OF BIDS

All documents must be submitted electronically to Lauren O'Brien at lauren@stefura.com with the reference, PLEASANT VALLEY ELEMENTARY SCHOOL FF&E. Bids must be posted no later than 2pm on 9/16/2022.

No bids will be accepted after the time and date as specified in Invitation for Bids or another time and date stipulated in the addendum. Ample time should be allowed for the posting of electronic bids. Postmarks indicating date of mailing will not be considered as evidence of intent to submit bids in proper time for the opening. Telephone quotations and facsimiles are not acceptable.

Any bid may be withdrawn by written request, email or facsimile request, subsequently confirmed in writing, prior to the time of the opening of bids. The bidder is cautioned to transmit any such request in ample time for actual delivery to the Owner before the bid opening hour and date. The Owner will not be responsible for the late receipt of any requests for withdrawal. Bid withdrawals received after the opening hour and date may not be considered.

ARTICLE 17. BID SURETY

Bid Surety shall be in the form of Bid Bond, Certified Check, Cashier's Check or Treasurer's Check, in the amount of five percent (5%) of the total bid price for all Sections bid, payable to the **Town of South Windsor**. Surety will be returned to unsuccessful bidders within thirty (30) days of award.

ARTICLE 18. COST ALLOWANCE

The furnishing of furniture specified herein is subject to the Owner's equipment allowance for project; as indicated on the Bid Form attached to each Section. Successful bidders shall be required to enter into a contract with the Owner as indicated on the Bid Form.

ARTICLE 19. DELIVERY, INSTALLATION, AND ACCEPTANCE OF GOODS

Delivery location shall be the ***Pleasant Valley Elementary School, 591 Ellington Road, South Windsor, Connecticut 06074.*** Delivery of all furnishings shall be completed in accordance with the schedule set forth below.

The Owner shall have a reasonable opportunity to inspect the goods prior to delivery by the contractor.

Acceptance of goods shall occur when the awarding authority signifies in writing to the contractor that the goods are conforming.

- (a) All labor required to deliver, uncrate, distribute, assemble and install furnishings or equipment purchased under this agreement SHALL BE AT THE SUCCESSFUL BIDDER'S EXPENSE.
- (b) The Successful Bidder will be expected to work in harmony with the on-site union labor force. *Items must be available for delivery and installation beginning on 05/23/2023.* In the event that any temporary storage is required prior to delivery, the Successful Bidder will be responsible for any associated charges. Delivery and installation is expected to be completed on or before **07/21/2023**.

However, the OWNER reserves the sole right, at no additional cost to the District, to delay this date by up to sixty (60) days.

- (b) Deliveries will not be accepted unless previously scheduled with the Owner (person to be named in the purchase order). A minimum of two (2) two weeks' notice is required.
- (c) Installation to occur during normal site hours. Blackout times for deliveries will be:
Monday-Friday – no deliveries before 7:00am or after 5:00pm
Monday-Friday – no deliveries 7:30am-8:30am or 2:00pm-3:00pm
Weekends/Holidays – no deliveries
- (d) The Successful Bidder is responsible for all assembly and installation, where required.
- (e) Exterior entrances and (1) loading dock will be available to the Successful Bidder for deliveries. There will be access to one elevator, and therefore the Successful Bidder will not be required to travel between floors via the main stairway.
- (f) The Successful Bidder will be responsible for providing, placing and removing any protective materials over floors, walls, door frames, etc., to the satisfaction of the Owner.
- (g) The Successful Bidder will be responsible for providing CORI documentation to the Owner for any and all persons working on site.
- (h) The Successful Bidder is responsible for the removal and disposal of all trash and packaging waste at its own expense. No trash may be deposited into the General Contractor's or Owner's containers.
- (i) Before any product is brought into the space, a walk through will be conducted by the installation foreman and the client contact to note any existing building damages or conditions.
- (j) All product will be installed per manufacturer's specifications and all panels will plumb and aligned. An installation manual shall be submitted to Owner on award of contract.
- (k) The installation foreman will conduct a walk through with the client contact to develop a "punch list" of incomplete items. A list of items to be repaired and a schedule shall be

submitted to Stefura Associates prior to their formal review of the installation. Punch list items include missing, damaged or incorrect products which cannot be installed per the approved plan. The job is complete if all product is installed satisfactorily per the approved plan. The punch list items must be corrected in fifteen (15) working days from walk-through.

ARTICLE 20. CONDUCT OF DELIVERY AND INSTALLATION PERSONNEL

- (a) Delivery and installation personnel shall wear identification badges at all times while on the site.
- (b) Delivery and installation personnel shall not intermingle with the student population.
- (c) Delivery and installation personnel shall wear shirts (work shirts and T-shirts are acceptable) as well as pants and shoes when on site or in school building.
- (d) Delivery and installation personnel must adhere to Construction regulations prohibits playing radios loudly, behaving raucously, drinking alcoholic beverages, swearing, using offensive or aggressive language, or exhibiting offensive or threatening behavior on the school premises, including the school grounds. Smoking and use of tobacco products and other controlled substances is not permitted on the Project site. The Owner shall have the right to bar from the site any personnel who repeatedly violate any of these regulations.
- (e) Delivery and installation personnel shall be required to comply with the General Contractor's Safety plan including required Personal Protection Equipment (PPE).

ARTICLE 21. VARIATION OF QUANTITIES

The Owner reserves the right to vary the quantities of the items specified herein by +/-20 percent, as may be necessary to meet the budget allowances of the project. In such instances, the "unit price" proposed on the Bid Forms submitted shall be extended to determine the contract price for the quantity purchased. Unit prices shall include installation.

ARTICLE 22. ADDITIONAL SUBMISSION REQUIREMENTS

- (a) All persons submitting bids must execute the non-collusion certification on the bid form. This certification is in the following form.

The undersigned certifies under the pains and penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

- (b) If applicable, the successful bidder must become a "verified contractor" with the State of Connecticut Department of Revenue Services and provide a copy of the "Nonresident Contractor Notice of Verified Status" letter to the Construction Manager. In accordance with C.G.S §12-430(7), the successful bidder must provide the letter prior to the release of the first progress payment under the Contract or the Construction Manager must remit five percent (5%) of the total Contract value directly to the State. This five percent withholding is in addition to the Project retainage. The Trade Contractor must file a tax return with the State to receive the funds withheld for taxes.
- (d) The successful bidder is required to file, and shall cause each of his subcontractors to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practice, policies, programs, and employment programs, and employment statistics of the contractor and each subcontractor and be in such form as the commission may prescribe (C.G.S Sec. 46a-68e). In addition to the reports required by CHRO, the Trade Contractor shall

substantiate the participation and shall submit copies of subcontracts or purchase orders signed by both parties. As the work proceeds and payments are processed, the Trade Contractor shall submit satisfactory evidence such as cancelled checks. The total of all satisfactory evidence shall equal the participation commitment.

ARTICLE 23. EVALUATION CRITERIA

The following criteria shall be employed in the evaluation of proposals and the concurrent decision to award the Contract to the successful Bidder. These criteria are not necessarily listed in order of importance:

- (a) Overall ability of the supplier for proposed furnishings to meet the needs of the Owner.
- (b) Vendor's overall capability to perform, reliability and integrity.
- (c) Cost quoted in proposal.
- (d) Ability to meet delivery and installation timetable.
- (e) Meeting or exceeding the functional specifications.
- (f) Warranties and/or guarantees.
- (g) Conformance of proposal to instructions for format and contents of proposal.

ARTICLE 24. QUESTIONS

All questions as to the interpretation of the invitation for bids, purchase description and specifications, evaluation criteria and all other contract documents shall be submitted in writing to Lauren O'Brien, lauren@stefura.com and Kate Turner, Kathleen.turner@collierseng.com. **Questions must be received at least five (5) working days prior to date fixed for the opening of bids.** The Owner shall post questions and answers in the form of an addenda on https://www.southwindsorschools.org/departments/business_services/rfps_and_bids as well as the State of Connecticut DAS Contracting Portal. It will be solely the responsibility of all interested bidders to check the web site for any and all addenda prior to submitting their bid(s).

ARTICLE 25. ADDENDA

Any supplemental instructions, amendments or changes in the invitation for bids, or attached documents, shall be in the form of written addenda to this invitation. If issued, such addenda shall be posted on https://www.southwindsorschools.org/departments/business_services/rfps_and_bids as well as the State of Connecticut DAS Contracting Portal. Such addenda, if any, will be sent no later than forty-eight hours prior to the time set for the opening of bids.

Addenda should be printed and made part of bid submission. Failure of any bidder to respond to any such addenda shall not relieve such bidder from any obligation under his bid as submitted. At the time of the opening of bids, each bidder shall be conclusively presumed to have received and understood all bid documents, including all addenda, and the failure of any bidder to examine any form, instrument or other document which is part of the invitation for bids shall in no way relieve such bidder from any obligation arising under the laws from the submission of a bid.

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ARTICLE 26. DEFINITION OF TERMS

"The Owner"

Town of South Windsor

"The Owner's Project Manager"

Colliers Project Leaders
Kate Turner
135 New Road
Madison, CT 06442
Telephone: (203) 253-5694

"The Construction Manager"

Gilbane Building Company
Taylor Crouse
208 New London Turnpike
Glastonbury, CT 06033
Email: tcrouse@gilbaneco.com
Telephone: (860) 204-2037

"The Architect"

Drummey, Rosane, Anderson, Inc.
Judd Christopher
260 Charles St
Waltham MA 02451
Telephone: (617) 964-1700

"The Interior Design Consultant"

Stefura Associates
Lauren O'Brien
lauren@stefura.com
77 North Washington Street
Floor 7
Boston, MA 02114
Telephone: (617) 723 5164
Fax: (617) 723 5165

"Project Address"

591 Ellington Road
South Windsor CT 06074

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ACKNOWLEDGEMENT OF RECEIPT

Please provide the requested information below as acknowledgement that you have received the bid package. It is required that interested bidders complete this form and return it to the FF+E Consultant via email Lauren O'Brien, lauren@stefura.com AND copy the Owner's Representative Kate Turner, Kathleen.turner@collierseng.com.

Only those companies or individuals who submit this acknowledgement form will receive notification of addenda or answered questions relating to this bid. Proposals from companies or individuals not acknowledging the addenda may be rejected as not responsive.

Bid Title	<i>South Windsor Elementary School Project- FF+E Bid Package</i>
Release Date	<i>8/19/2022</i>
Bids Due	<i>2pm on 9/16/2022</i>
Signature and Date	_____
Name and Title of Person Signing	_____
Name of General Bidder	_____
Business Address	_____ _____
Business Telephone	_____
Business Fax	_____
Business Email	_____

End of Section.

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INVITATION FOR BIDS

This Bid is solicited to the General Public and a Contract will be awarded pending the approval of the Town of South Windsor.

Sealed Bids for furnishing and delivering Furniture, Fixtures and Equipment (FF+E) to Pleasant Valley Elementary School, 591 Ellington Road South Windsor CT 06074 will be received by Lauren O'Brien electronically at lauren@stefura.com on behalf of the Town of South Windsor (the Awarding Authority) until 2pm on 9/16/2022. No bid may be withdrawn after the time set for bid opening except by written notice received by the Awarding Authority prior to the time and date set for bid opening as set forth in the advertisement.

Bids shall be addressed as follows:

TO: **Pleasant Valley Elementary School Project FF+E**
591 Ellington Road
South Windsor CT

An electronic copy of the Contract Documents may be obtained through https://www.southwindsorschools.org/departments/business_services/rfps_and_bids as well as the State of Connecticut DAS Contracting Portal for bid items of furniture, fixtures and equipment.

Refer to the General Conditions for submittal instructions.

- Subcategory A-1 Ancillary Seating
- Subcategory B-1 Medical
- Subcategory C-1 Metal Shelving
- Subcategory D-1 Miscellaneous
- Subcategory D-2 Waste Receptacles

- Subcategory E-1 General Classroom Equipment
- Subcategory E-2 OT/PT Equipment
- Subcategory E-3 Art Equipment
- Subcategory E-4 Physical Education Equipment
- Subcategory E-5 Medical Equipment
- Subcategory E-6 Music Equipment
- Subcategory E-7 Custodial Equipment

Before submitting any bids, bidders shall fully inform themselves in regard to all conditions pertaining to the invitation for bids and all required terms and conditions for carrying out the contract. By filing a bid the bidders do thereby represent that they have so informed themselves. Any estimates, plans or other information relating to the goods, services, labor or materials or work required by the contract documents are to be considered for the purpose of comparing the bids. Neither the Town of South Windsor, its officers, agents or employees shall be responsible for the accuracy of, or bound by, such estimates, plans, or information.

Delivery and Completion - The school furniture and equipment specified herein shall be delivered FOB Destination, with the Successful Bidder, at its own expense, being fully insured for Risk of LOSS for all furniture and equipment until acceptance of same by the Town of Tewksbury. Delivery and installation to begin on **05/22/2023**, with all work completed by **07/21/2023** All delivery and installation schedules are subject to change depending on the General Contractor's work completion.

Bid Surety - A 5% Bid Security in the form of Bid Bond, Certified Check, Cashier's Check, or Treasurer's Check issued by a responsible bank or trust company, payable to the Town of South Windsor shall be returned within thirty (30) days to all unsuccessful bidders. The Bid Security of each successful bidder shall be retained by the Town until such time as fully executed contracts have been submitted.

Taxes - The Town of South Windsor is exempt from Federal Excise Taxes and from the Connecticut Sales Tax. Exemption certificates will be provided if requested following award to the Successful Bidder.



The Owner reserves the right to vary quantities, and to accept or reject any/or all Bids, or any part of any Bid, if deemed in the best interest of the Town of South Windsor.

Stefura Associates Inc
77 North Washington Street
Boston MA 02114
617 723 5164

Addendum #1 Date: 2 September 2022
Date: 19 August 2022
Project: Pleasant Valley Elementary School
591 Ellington Road
South Windsor CT 06074
Project Number: 132-0093N

The Town of South Windsor shall post all Addenda
https://www.southwindsorschools.org/departments/business_services/rfps_and_bids as well as the State of Connecticut DAS Contracting Portal. It will be the sole responsibility of all interested bidders to check the web site for any and all addenda prior to submitting their bid.

End of Section.

SAI CODE	QTY	REPRESENTATIVE PHOTO	DESCRIPTION	FURNITURE							FABRIC				WARRANTY	SUBMITTALS		ELIGIBLE/ INELIGIBLE
				MANUFACTURER	PRODUCT SERIES	MODEL #	FEATURES	FINISH	GLIDES/CASTERS	DIMENSIONS (W x D x H x SH)	MANUFACTURER	PATTERN	COLOR	FINISH		CFA	Shop Drawing	
Furniture Section Bid A-1: Ancillary Seating																		
M08	1		Library pad cart	Fomcore	Lily Pad	FK007-CART	Holds (10) Lily Pads	N/A	N/A	20"dia x 34"h					Lifetime			Eligible
S43	38		Side chair, armless	Naughtone	Polly	POLLYCHBSL	Base: Sled Base	Shell: TBD Base: TBD	N/A	20.5"w x 21"d x 31"h; 17.5" sh					10 Years			Eligible
S44	12		Counter stool, plastic	Naughtone	Polly	POLLYCHSBSL	Base: Sled Base	Shell: TBD Base: TBD	N/A	22.5"w x 22.5"d x 31"h; 25.5" sh					10 Years			Eligible
S46	55		Teacher side chair, casters	Source	Cache	761-CS-NA-TBD-TBD-C1	Fully upholstered Arms: None	Frame: TBD	Casters: Floor Type TBD	19.5"w x 22.5"d x 35"h; 18" sh	COM: CARRY ALLOWANCE OF \$60			Limited Lifetime	X			Eligible
S62a	4		Lounge chair, student	Bernhardt	Mitt	5720	Casters: Weight activated	Upholstery: Grade 3	Casters	33.5"w x 33.5"d x 32"h; 16.5"sh	COM: CARRY ALLOWANCE OF \$60			3 years	X			Eligible
S62b	6		Lounge chair, student	Bernhardt	Mitt	5720	Casters: Weight activated	Upholstery: Grade 3	Casters	33.5"w x 33.5"d x 32"h; 16.5"sh	COM: CARRY ALLOWANCE OF \$60			3 years	X			Eligible
S70	38		Library chair, student	Freshcoast	Manitou	MTC-DP-TBD-SH16-TBD	Shell: Dip	Shell Finish: TBD Base Finish: TBD	Glides	17"w x 20.5"d x 27.5"h; 16"sh				5 Years				Eligible
S71	10		Library pads, student	Fomcore	Lily Pad	FK007	3"h	Finish: TBD	N/A	18"dia x 1-3"h	COM: CARRY ALLOWANCE OF \$60			Lifetime				Eligible
S81	24		Bean bag, junior	Steelcase	Fat Boy	IAA14-JUN-TBD	Cover: Nylon Fill: Virgin EPS Beads	Color: TBD	N/A	47"w x 61"d				1 Year				Eligible

GENERAL NOTES:
1. WHERE FABRIC IS LISTED AS COM; PRICE TO INCLUDE \$60 UPHOLSTERY ALLOWANCE
2. WHERE FINHSES ARE INDICATED AS TBD; PRICE TO INCLUDE FINISH SELECTION FROM MANUFACTURER'S FULL RANGE

SA Code	Item Description Manufacturer/Model #	Bid as Spec'd? Y/N	Alternate Bid Item Description Manufacturer/Model #	Alternate Bid Finish	Lead Time	Qty.	Unit Cost	Total Cost
Furniture Section A-1: Ancillary Seating								
M08	Library pad cart Fomcore Lily Pad N/A					1		
S43	Side chair, armless Naughtone Polly Finish: TBD					38		
S44	Counter stool, plastic Naughtone Polly Finish: TBD					12		
S46	Teacher side chair, casters Source Cache COM: TBD					55		
S62a	Lounge chair, student Bernhardt Mitt COM: TBD					4		
S62b	Lounge chair, student Bernhardt Mitt COM: TBD					6		
S70	Library chair, student Freshcoast Manitou Finish: TBD					38		
S71	Library pads, student Fomcore Lily Pad COM: TBD					10		
S81	Bean bag, junior Fat Boy Finish: TBD					4		

GENERAL NOTES:

1. WHERE FABRIC IS LISTED AS COM; PRICE TO INCLUDE \$60 UPHOLSTERY ALLOWANCE
2. WHERE FINISHES ARE INDICATED AS TBD; PRICE TO INCLUDE FINISH SELECTION FROM MANUFACTURER'S FULL RANGE

TOTAL Product	
Delivery & Installation	<u>INCLUDE IN UNIT PRICE</u>