

## **REQUEST FOR PROPOSALS**

The Salisbury Board of Education located in Salisbury, CT invites bids on paving, drainage and concrete services at Salisbury Central School.

Signed and sealed bids will be received at the Office of the Principal, 45 Lincoln City Road, Lakeville, CT 06039. All proposals must be submitted in a sealed envelope bearing the full name and address of the proposer, plainly marked RFP – PAVING/DRAINAGE/CONCRETE - SCS. Proposals must be submitted prior to 10:00 A.M., Thursday, February 1, 2018 at which time proposals received will be opened publicly and read aloud. Terms & conditions and the “Official RFP Form” may be obtained on request from the Principal’s Office – Phone (860) 435-9871. The Salisbury Board of Education reserves the full and unqualified right to award the bid, waive any and all bid conditions or formalities, award the bid to other than the lowest bidder, award the bid to other than the bidders, reject any and all bids received, or divide the award, should they deem any of the foregoing to be in the best interest of the school district.

Dated at Falls Village, CT, this eleventh day of December 2017.

SALISBURY CENTRAL SCHOOL

**PAVING/CONCRETE SPECIFICATIONS**

A. SCOPE OF PROJECT AND COMPLETION DATE:

Saw cut, install drainage and concrete stairways, re-grade, re-pave driveway/walkways at the lower building per site engineer specifications to be provided at the pre-bid meeting.

1. All bidders must verify dimensions and acquaint themselves with existing conditions and drawings. Drawings dated January 18, 2017 provided by Allied Engineering Assoc. Inc., C1-C6 for project # 706 shall be deemed the official drawings for the project.
2. A mandatory site meeting will be held at 1:00 p.m. on Thursday, January 11, 2018.
3. The successful company will supply all labor, materials and equipment needed to complete the project.
4. Work on the site shall be completed on or before Monday, August 13, 2018. Before work is started, the successful bidder shall contact Brian Shippa at (860) 435-9871 to schedule work.
5. The School District will allow use of its existing lighting, power and water as needed.
6. All questions should be directed to Brian Shippa at (860) 435-9871 or [bshippa@salisburycentral.org](mailto:bshippa@salisburycentral.org), between the hours of 7:00 am and 2:30 pm, weekdays.

B. GENERAL STIPULATIONS

1. **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost. It is not the intent to limit the proposer, the proposal or the evaluation of the proposal to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications". A proposal containing an alternative which does not meet the specifications may be declared non-responsive. A proposal containing an alternative may be accepted, but if an award is made to that proposer, the proposer will be required to replace any alternatives which do not meet the specifications.
2. **COMPLIANCE WITH AGENCY MANDATES:** Successful proposer shall comply with all state and local, CT DOT., and the E.P.A. regulations.

The Contractor shall be fully responsible for compliance with construction safety requirements of the CT Department of Labor and Industry and the U.S. Department

of Labor Occupational Safety and Health Administration and the rules and provisions relating to the avoidance, use of, handling and disposal of hazardous materials or waste as promulgated by federal, state and local governmental entities.

3. **PROCUREMENT OF APPLICABLE BUILDING PERMIT(S):** The contractor shall secure and pay for all permits, fees and inspection services related to the contract.

4. **INSURANCE REQUIREMENTS:**

a. Contractor's Liability Insurance\*

b. Owner's Liability Insurance\*

c. Property Insurance\*

d. Loss of Use Insurance\*

e. Insurance Required- From signing of the Contract until Final Payment, the Contractor shall at his/her expense, purchase and maintain the following insurance in companies properly licensed, having a Best Rating of A or A+, and satisfactory to the Owner. All insurance shall be carried with companies which are financially responsible. If any such insurance is due to expire during the construction period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Owner.

1) Worker's Compensation, including Occupational Disease, and Employer's Liability Insurance:

a) Statutory - Amounts and coverage as required by State of Connecticut Worker's Compensation laws.

b) Employer's Liability at least \$500,000 each accident; \$500,000 disease policy limits; \$500,000 disease each employee.

2) Public Liability including coverage for direct operations, sublet work, personal and advertising injury, bodily injury, property damage with explosion, collapse, and underground hazard coverage (X, C, U) contractual liability, products and completed operations with limits not less than those stated below.

a) General Aggregate \$1,000,000  
(Other than Products and Completed Operations)

b) Products and Completed Operations Aggregate \$1,000,000

c) Personal and Advertising Injury \$1,000,000

d) Each Occurrence \$1,000,000

- e) Products and Completed Operations Insurance shall be maintained for a Minimum period of two (2) years after final payment and Contractor shall continue to provide evidence of such coverage to Owner on an annual basis during the aforementioned period.
  - f) The Salisbury Board of Education shall be named as an additional insured.
- 3) Comprehensive Automobile Liability Insurance including coverage for owned, non-owned and hired vehicles with limits not less than those stated below.
- a) Bodily Injury and Property Damage Combined  
Each Occurrence \$1,000,000
- 4) Umbrella Liability policy minimum coverage \$1,000,000 each occurrence to override all Comprehensive Liability policies.
- 5) Contractor shall submit to the Owner within five (5) days of the Award of the Contract, an appropriate Certificate of Insurance which certifies that Contractor is covered by insurance requirements as stated in sections e. 1) - 5) above. Certificate of Insurance shall be accompanied by a notarized letter from the Contractor's insurance carrier advising the Owner to what degree the aggregate limit has been impaired. Further, the Contractor fully understands that failure to timely submit the Certificate of Insurance shall give the Owner the option to withdraw the award.
- a) Contractor's Certificate of Insurance shall be submitted to the Owner.

Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail sixty (60) days written notice to the certificate holder named to the left.

- f. Owner's Liability Insurance - The Owner shall provide the following kinds of insurance for the project:
  - 1) Owner's Liability
    - a) General Aggregate \$3,000,000  
(Other than Products and Completed Operations)
    - b) Products and Completed Operations Aggregate \$3,000,000
    - c) Personal and Advertising Injury \$1,000,000
    - d) Each Occurrence \$1,000,000

- e) In accord with the provisions of this Article, the Owner hereby notifies the Contractors that the Owner does not intend to carry Property Insurance on construction materials, stored on or off site, or in transit, nor construction equipment stored or in transit.
  - f) Installation Floater (Builder's Risk) - The Contractor will provide all risk coverage with a deductible not higher than \$1,000, per occurrence. The Owner will not supply coverage for Contractor's equipment and/or tools.
5. **SITE RESTORATION:** Successful bidder shall be responsible to restore the site to the site's original condition upon completion of removal and/or installation work.
  6. **PROTECTION OF PERSONS, PROPERTY AND WORK IN PROGRESS:** General Contractor shall provide all safety devices, fences, lights, barricades, signs, etc., as required for protection of persons and work in progress. No other signs will be permitted on the site.
  7. **USE OF PROPERTY:** Contractor(s) shall limit the use of the property to construction activities in areas designated as required to perform the project. (Keep driveways and entrances clear at all times; do not use these areas for parking or storage of materials.) Schedule deliveries to minimize requirements for storage of materials.
  8. **TOBACCO, ALCOHOL AND DRUGS:** The Salisbury Board of Education official policies prohibit the possession, use or distribution of alcohol or drugs on school district property, and the use of tobacco on school district property. Contractors shall ensure that all workers, delivery persons, inspectors and subcontractors comply with these Board policies.
  9. **CONTACT PERSON(S):** Successful bidder shall contact Brian Shippa at (860) 435-9871 x.133 or bshippa@salisburycentral.org, between 7:00 a.m. and 2:00 p.m., to schedule the start of the project.

C. ADDITIONAL STATEMENT(S) APPLICABLE TO THE PROJECT:

1. **CONTRACTOR'S UNDERSTANDING:** It is understood and agreed that the Contractor, by careful examination, has satisfied himself as to the nature and location of the work, the character, quality and quantity of the materials which will be required, the character of equipment and facilities needed preliminary to and during the prosecution of the work, and the general and local conditions and all other matters which can in any way affect the work under this bid. No verbal agreement or conversation with any officer, agent or employee of Owner, either before or after the execution of the bid shall affect or modify any of the terms or obligations herein contained.
2. **PERFORMANCE GUARANTEE:** The contractor shall guarantee the satisfactory performance of the completed pavement for a period of one (1) year.
3. **PAYMENT TERMS:** The contract amount shall be paid in full and in one lump sum payment within ten (10) days after it has been determined and approved by the School District that all parts of this Bid specification have been fulfilled.

## **PART 1 – GENERAL**

### **1.01. DESCRIPTION**

A description of the work shall be provided by the site engineer at the meeting, as stated above.

### **1.02. INSTRUCTIONS TO BIDDERS:**

- A. Each bidder, by submission of his proposal, represents that he has visited the site, determined the conditions of the existing construction, read the Bidding Documents and understands their full character and intent, and has otherwise complied with the provisions of the Article. No claims, allowances or concessions will be made, accepted or recognized by the Owner, at any future time, for any additional labor, equipment or materials required, or for any difficulties encountered in the work, or for the lack of any information which could have been foreseen, apparent or ascertained had the bidder so complied with this Article.

### **1.03. JOB CONDITIONS**

- A. Classification of Excavation: All excavation work under this contract shall be UNCLASSIFIED, and includes excavation and removal of all bituminous paving, soil, rock, boulders, fill and other materials encountered of whatever nature.
- B. Control of Traffic: Employ traffic control measures in accordance with Connecticut Department of Transportation Standards.
- C. Furnish and maintain barricades, signs and markings for excavated areas.
- D. Protection of Existing Utilities and Structures:
  - 1. Take all precautions and utilize all facilities required to protect existing utilities and structures.
  - 2. Advise each person in physical control of powered equipment used in excavation of the type and location of utility lines at the job site.
  - 3. Immediately report to Utility and the Owner any break, leak or other damage to the lines or protective coatings made or discovered during the work and immediately alert the occupants of premises of any emergency created or discovered.
  - 4. Allow free access to Utility personnel at all times for purpose of maintenance, repair and inspection.
- E. Preserve, protect and maintain operable existing drainage ways, drains and sewers.
- F. Establish and maintain required lines and grades, including crown and cross-slope, for each course during construction.

**BID PROPOSAL FORM**

**PAVING/DRAINAGE/CONCRETE WORK  
AT  
SALISBURY CENTRAL SCHOOL**

The undersigned proposal certifies to read every page of this proposal, offers to furnish as specified, and to perform all incidental work contemplated herein to the Salisbury Central School in exact accordance with the proposal at the prices stated.

Any deviation from specifications shall be disclosed on the deviation form provided.

The proposing firm understands that they will be responsible for any errors made in their proposal, and they may not withdraw the bid because of mistakes or errors.

This proposal is made with the understanding that it will not be withdrawn for a period of sixty (60) days.

**BASE PROPOSAL:**

**Total Cost: \$ \_\_\_\_\_**

**PROPOSAL SUBMITTED BY:**

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Business Telephone #: \_\_\_\_\_

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

Email Address: \_\_\_\_\_