



PURCHASING AUTHORITY
Town of New Milford, Connecticut
REQUEST FOR BIDS – On-Call Services

Sealed bids will be received at the Purchasing Office until 3 p.m., on Thursday, February 28, 2019. Bids must be in a sealed envelope, addressed to the Purchasing Authority, 10 Main Street, New Milford, CT 06776, and **clearly marked: On-Call Services**. Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, February 28, 2019 at 3:30 p.m. Late bids will be considered informal and rejected.

INTENT: To contract for on-call services for Carpentry, Plumbing, Masonry, Locksmith, Electrical, Painting, Roofing, Sidewalk/Bomanite Maintenance, Overhead Door, Air Conditioning, Gas Heat Systems, and Oil Heat Systems.

Specifications and bid forms must be obtained online at www.newmilford.org. When applicable, state bids will be considered for this product/service.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford “Municipal Purchases” Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.



Pete Bass, Mayor
An Equal Opportunity/Affirmative Action Employer



**THE TOWN OF NEW MILFORD
TECHNICAL SPECIFICATION
FOR**

**CARPENTRY, PLUMBING, MASONRY, LOCKSMITH,
ELECTRICAL, PAINTER, HVAC TECHNICIAN, ROOFING SERVICES,
SIDEWALK/CONCRETE/BOMANITE Maintenance AND OVERHEAD DOOR Services
2019 - 2020**

INTENT:

It is the intent of the Town of New Milford Facilities Maintenance Department to contract for Carpentry, Plumbing, Masonry, Locksmith, Electrical, Painting, Roofing Services, Sidewalk/Bomanite Maintenance, Overhead Door Services, Air Conditioning, Gas Heat Systems, and Oil Heat Systems, on-call services. The services will be based on the lowest hourly rate, which shall include costs, except materials.

RECEIPT AND OPENING OF BIDS:

The Town of New Milford invites bids on the form attached hereto. All blanks must be appropriately filled in. Bids will be received by The Purchasing Authority at the Office of Finance, Town Hall, 10 Main Street, New Milford, Connecticut, until 3:00 p.m. on Thursday, February 28, 2019.

The envelopes containing the bids must be sealed, addressed to The Purchasing Authority, Office of Finance, Town of New Milford, 10 Main Street, New Milford, CT 06776 and designated as Bid for On-Call Services. The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or the authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 45 days after the actual date of the opening thereof. The Municipality may accept or reject any or all bids or any or all portions of bidders and take any action deemed to be in its best interest.

PREPARATION OF BID:

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten. Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, his address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above.

Only complete bids will be accepted. In order for a bid to be complete, it must include all of the following:

- A. *Bid Forms*
- B. *Indemnification, Acknowledgement & Agreement*
- C. *Non-Collusion Affidavit of Bidder*
- D. *Insurance Certificate*
- E. *Any requirements outlined under General Specifications*

GENERAL SPECIFICATIONS:

- 1) All contractors must provide State of Connecticut Licenses / Certification of all company employees who will be performing work on Town owned buildings, **a copy of which must be sent in with this bid to be kept on file.** The company must be business registered with the State of Connecticut Secretary of State.
- 2) The contractor will also be responsible for contacting the facilities maintenance department prior to beginning any work and also at the conclusion of such work. Service reports shall be submitted to the facilities department for all services rendered detailing, hours, parts and findings at the end of each visit.
- 3) Buildings will include but not be limited to: Town Hall, Richmond Center, Public Library, all Public Works Buildings, Police Station, The Maxx Center, John Pettibone Community Center and all Municipal buildings and/or grounds.
- 4) The contractor shall work in conjunction with the Director of Public Works or his designated representative.
- 5) The contractor shall abide by all the rules and regulations of **OSHA/DEEP**. Use of appropriate safety equipment, tools, and clothing shall be enforced at all times. All work areas shall be kept clean and free of any hazards at all times. When working in areas which are staffed or accessible to the public, the contractor shall take all necessary precautions to insure public and employee safety. When required by the contractor, the Town will make every effort to vacate the immediate work area.
- 6) The contractor **will not** be allowed to subcontract out any portion of work covered under this bid at any time, unless written approval is given by the Town.
- 7) If the contractor is unable to respond immediately to an emergency situation, perform a service, or complete assigned work, the Town reserves the right to terminate the contract and use the next qualified bidder.
- 8) This contract shall be in effect for one (1) year. The Town reserves the right to extend this contract upon written mutual agreement with the vendor.
- 9) **Heating contractors** are requested to detail what your service includes; especially "*heating maintenance*". Does your service include oil, gas, and propane? Specify – Hot air furnace – Hot water boiler. What does your yearly cleaning of boilers/furnaces include?

Any contractor having questions regarding these services should call Facilities Maintenance Department at (860)-355-6048 or (860)-355-6040, David Martin, Lead Tech.

**Town of New Milford
On-Call Services 2019-2020**

BID SHEET SUMMARY

Company Name: _____

SERVICE ITEM		HOURLY RATE
Carpentry	Master Craftsmen	\$
	Apprentice/Laborer	\$
Painting	Master Craftsmen	\$
	Apprentice/Laborer	\$
Electrical (licensed)	Master Craftsmen	\$
	Apprentice/Laborer	\$
Air-conditioning Technicians (licensed)	Master Craftsmen	\$
	Apprentice/Laborer	\$
Gas Heat Systems - Technicians (licensed)	Master Craftsmen	\$
	Apprentice/Laborer	\$
Oil Heat Systems - Technicians (licensed)	Master Craftsmen	\$
	Apprentice/Laborer	\$
Plumbing Systems Technicians (licensed)	Master Craftsmen	\$
	Apprentice/Laborer	\$
Masonry	Master Craftsmen	\$
	Apprentice/Laborer	\$
Roofing	Master Craftsmen	\$
	Apprentice/Laborer	\$
Locksmith	Master Craftsmen	\$
	Apprentice/Laborer	\$
Sidewalk/Concrete/Bomanite Maintenance & repair	Master Craftsmen	\$
	Apprentice/Laborer	\$
Garage Door Service and Repair <i>Qualified: Overhead Door®, Genie®, Craftsman®</i>	Master Craftsmen	\$
	Power door openers Apprentice/Laborer	\$

Town of New Milford
On-Call Services 2019-2020
BID SHEET SUMMARY – Pg. 2

% mark up on materials (when applicable) Note: The Town reserves the right to directly purchase equipment and parts in the effort to control costs.	
Service Hour Charges: Please indicate how billing will be calculated.	<input type="checkbox"/> Starts On site <input type="checkbox"/> Portal to Portal <input type="checkbox"/> Other - Please explain

- NOTE:** If the above information is not completed, the expected charge rates will be as follows:
- > No markup or materials, service(s) hours begin when you have arrived on site after you have checked in at main office and unless specified no OT rates will be accepted.
 - > The Town of New Milford requires copies of parts billing and details on materials used. The Town reserves the right to request quotes for required repairs and replacements at their discretion.

THE UNDERSIGNED BIDDER UNDERSTANDS THAT, IN ADDITION TO THE BID SPECIFICATIONS, ALL BIDS ARE SUBJECT TO THE TERMS, PROVISIONS AND CONDITIONS OF THE NEW MILFORD "MUNICIPAL PURCHASES" ORDINANCE, SET FORTH IN ARTICLE III, SECTION 2-92 (a) THROUGH (o) INCLUSIVE, OF THE CODE OF NEW MILFORD.

COMPANY: _____
 BY: _____
 TITLE: _____
 NAME (Authorized Corporate Officer)

SIGNATURE: _____
 DATE: _____

OFFICIAL ADDRESS: The undersigned hereby designates as his/her office to which notice of acceptance and other notices may be mailed, telephoned or delivered:

NAME: _____
 ADDRESS: _____
 TOWN: _____ STATE/ZIP: _____
 PHONE (DAY) _____ FAX: _____
 EMAIL: _____

INSURANCE REQUIREMENTS

A certificate of Insurance is required to be submitted upon execution of any agreement. The Contractor must carry the following minimum insurance coverages:

A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage:

General Liability per occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal Injury	\$1,000,000
Each Occurrence Aggregate	\$2,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

The insurer shall waive all rights of subrogation on all applicable policies against the Town of New Milford, the New Milford BOE, its officers, employees and volunteers arising from all contracts, agreements and work performed by the Contractor for the Town of New Milford.

B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage: \$1,000,000

Umbrella limits over Automotive Liability limits may be used to make up the required limits.

C. Statutory Workers Compensation and Employers Liability

Each Accident	\$ 100,000
Disease – each employee	\$ 100,000
Disease policy limit	\$ 500,000

Or in accordance with the requirements of the laws of the State, whichever is greater.

D. Umbrella/Excess: \$2,000,000

E. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage **MUST** be provided by the Umbrella to mirror the General Liability coverage.

F. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.

G. The Town of New Milford, its officials, employees, and volunteers, **MUST** be named as additional insured on a primary and non-contributory basis. The policy endorsement evidencing this coverage must be provided with the Certificate of Liability Insurance.

H. Note these limits are not all inclusive and are subject to change to reflect scope and cost of individual projects. These minimum required limits are not a limitation of contractor liability.

I. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford.

PURCHASING AUTHORITY
Town of New Milford, Connecticut
INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT

BID: On-Call Services 2019-2020

BID OPENING: February 28, 2019

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

Signature

Title

Company

Date

An Equal Opportunity/Affirmative Action Employer

PURCHASING AUTHORITY
Town of New Milford, Connecticut
NON-COLLUSION AFFIDAVIT OF PRIME BIDDER
(To Accompany Bid)

State of _____

Ss. _____

_____ being first duly sworn, deposes and says that:

(1) He is _____ of _____, the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid:

(3) Such Price is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, 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 Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the Subcontractor's Proposal 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.

(Signed) _____

Title

Subscribed and sworn to before me this _____ day of _____ 2019.

_____(Title)_____

My Commission Expires _____ 20____.