



CITY OF TORRINGTON
INVITATION TO BID

BID #FBP-022-110112 HOT WATER HEATING BOILER PROJECT FIRE HEADQUARTERS

Date of opening: November 1, 2012 **Time:** 11:00 AM **Location:** City Hall, 140 Main St., Torrington, CT

Bid Bond or Certified Check required with bid: 5%

Performance Bond required if awarded bid: 100%

SUBMIT AN ORIGINAL AND 3 COPIES.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award to a bidder other than the lowest bid, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: October 15, 2012 Purchasing Agent _____
Pennie Zucco

Item	Price
HOT WATER HEATING BOILER ROJECT FIRE HEADQUARTERS	\$ _____
Alternate #1 - Replace existing boiler with new natural gas fired boiler	\$ _____

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

Bid Submitted By: _____
Name of Company _____
Address _____

Phone _____ Fax _____
Delivery Date _____
E-mail address _____
Comments: _____

Signature _____

Title _____
Date _____
Web Page _____

INSTRUCTION TO BIDDERS

Sealed bids will be received by the Purchasing Agent, Room 206, 140 Main St., Torrington, CT until the time and date specified on the cover sheet and opened thereafter in the Purchasing Department, Room 206. Bids received later than the time specified will not be accepted. In the event of the closure of City Hall, proposals will be opened on the following business day that City Hall is opened. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid opening will not be considered. Bid proposals must remain in effect for a minimum of 90 days unless otherwise noted elsewhere in the bid specifications.

BID DOCUMENTS: are available upon receipt of this invitation (if not attached) over the Internet at the City's web site: www.torringtonct.org UNDER "Open Bids". Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe at <http://www.adobe.com>. Businesses without internet access may contact the Purchasing Department at 860-489-2224 for a copy of the bid documents.

BID BONDS: shall be in the amount of 5% of the total bid made out in favor of the City of Torrington and issued by a Surety company acceptable to the City of Torrington must accompany each bid. A certified check, cashier's check, Treasurer's check, or money order in the same amount may be submitted in lieu of the bid bond. Bids submitted without Certified Check or Bid Bond **will not** be accepted. The City of Torrington will not be held liable for the accrual of interest on any check held by the city in conjunction with this bid. All checks or bid bonds will be refunded to the unsuccessful bidders after award of the bid by the City Council. The deposit check or Bid Bond of the successful bidder will be held in escrow until such time as the city determines that the bidder has or will meet their obligations as stated by the bid. If the bidder fails or refuses within a reasonable time after due notice that the contract has been awarded to him, to execute the same, an amount representing a loss to the city by reason of such failure shall be retained and paid into the city treasury.

REPLIES: whether bid or no bid, submittal must have the bid number clearly identified on the outside of the envelope. Bidders not marking the envelopes with the Bid number and date/time of opening on the envelope will have no recourse against the City of Torrington or its employees. Such bidders run the risk of the bid being opened prior to the scheduled Bid Opening time. Once opened such bids are public record. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

FREIGHT: Prices quoted shall be net delivery **F.O.B. Torrington, CT.** All bid prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/ or materials to the individual location(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

QUESTIONS: Request for interpretation of any portion of the bid may be made to the Purchasing Agent: Voice 860/489-2225, Fax 860/489-2547 and email: pennie_zucco@torringtonct.org. All bidders questions pertaining to the contract specifications and plans under this contract shall be placed in writing and addressed to: City Purchasing Agent, 140 Main Street, Room 206, Torrington, CT 06790; Any Fax or email shall be followed up with a telephone call to verify receipt. Bidders should check the web site for addendums/updates 48 hours prior to the bid opening.

In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

EXPARTE COMMUNICATION: Please note that to insure the proper and fair evaluation of a bid, the City of Torrington prohibits exparte communication (i.e., unsolicited) initiated by the Bidder to a City Official or Employee evaluating or considering the bids prior to the time a bid decision has been made. Communication between Bidder and the City will be directed in writing to the Purchasing Agent only. The Purchasing Agent will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Bidder from consideration or award of the bid and repeat offenders may be disqualified from future bids.

NON-COLLUSION STATEMENTS: In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement. **NOTE:** Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.

CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS: All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The City of Torrington shall not be responsible for any errors or omissions of the respondent.

UNBALANCED BIDS AND/OR EXCESSIVE LINE ITEM PRICES: The City reserves the right to reject any bids in which unit prices, in the sole opinion of the City, are unbalanced. In addition, where the City has decided to make an award, it further reserves the right to non-utilize a particular line item that in the sole opinion of the City is excessively priced, and reserves the right to obtain that item from another source.

CONTRACT: A response to an Invitation To Bid is an offer to contract with the City of Torrington based upon the terms, conditions, and specifications contained in the City's ITB. Bids do not become contracts unless and until executed by the City, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the contract are contained in the ITB, unless any of the terms and conditions are modified by an ITB Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the contract documents.

TAXES: Omit all State and Federal taxes from the bid. The City of Torrington is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

OWNERSHIP OF DOCUMENTS: All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this bid shall become the property of the City of Torrington upon completion of the project or any termination of the project prior to the completion of the project.

LEGALITY: All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

LANGUAGE DISPUTES: Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the City Purchasing Agent in a manner that is in the best interest of, and best advantage to, the City of Torrington, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language/wording is determined at any time, including after award, by the City Purchasing Agent to be "not applicable at all" to this contract, then the term, condition, and or language/wording may be disregarded, even though an addendum is not issued. However, if the Purchasing Agent determines that the term, condition, and/or language/wording "is applicable in part", then the term, condition, and/or language/wording will apply to the degree applicable, even though an addendum is not issued.

INDEMNIFICATION: The Contractor shall save the City of Torrington, its agents or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. To the fullest extent permitted by law, The bidder shall indemnify and hold harmless the Municipality, its officers, agents, servants and employees from and against all liability, claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance or lack of performance of the work, provided that any such liability, claim, damage, loss or expense is (a) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting hereto from and (b) is caused in whole or in part by any negligent act or omission of the Bidder, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them are liable.

In any and all claims against the Municipality, its officers, agents, servants and employees by any employee of the Bidder, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for those acts any of them may be liable, the indemnification obligation under these sections to be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Bidder or any Subcontractor under Worker's Compensation Acts, Disability Benefit Acts or other employee benefit acts.

The successful bidder, vendor, and/or contractor must protect all property of the City of Torrington (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

DEFAULT: It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

SUSPENSION AND DEBARMENT: The Purchasing Agent may suspend or debar the right of a vendor to be included on the vendor list and has the authority to reject any bid or response from any suspended or debarred vendors.

Suspension: A vendor may be suspended based on the following:

- 1) A vendor defaults or fails to fully comply with the conditions, specifications, or terms of a Bid, Quotation, Proposal or Contract with the City of Torrington.

- 2) A vendor commits any fraud or misrepresentation in connection with a Bid, Quotation, Proposal, or Contract with the City of Torrington.
- 3) A vendor is charged by a court with the commission of a criminal offense as incident to obtaining or attempting to obtain a public or private contract or sub-contract, or in the performance of such contract or sub-contract
- 4) A vendor is charged by a court with the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor. If charges are dismissed or the vendor is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the vendor to the City of Torrington.
- 5) A vendor becomes insolvent, has proceedings in bankruptcy instituted against it or, compounds its debts or assigns over its estate or effects for payment thereof, or has a receiver or trustee appointed over its property.
- 6) A vendor's commission of any act or omission to perform act is grounds for debarment.
- 7) A vendor violates the ethical standards set forth in local, state, or federal law.
- 8) Any other cause the Purchasing Agent determines to be so serious and compelling as to materially and adversely affect responsibility of a vendor as a City contractor, including but not limited to suspension by another government entity

Debarment: A vendor may be permanently debarred for the following:

- 1) Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal, or contract with the City of Torrington twice in any three-year period.
- 2) Conviction of or judgment obtained in a court for commission of those offenses in connection with the vendor's commercial enterprise stated sections 3) or 4) of suspension section listed above. If the conviction is reversed through the appellate process, the debarment shall be removed upon written notification and proof of final Court disposition from the vendor to the City of Torrington.

TRADE NAME REFERENCES: Any and all references to trade names, types, styles, model numbers, stock numbers 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. When reviewing the information, it is the responsibility of the prospective bidder to inform the City of Torrington of any discrepancy that is found (i.e. number listed does not fit item description) 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 that will clearly indicate and give specification as to the product he/she 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 MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitute and/or alternate that might be offered are guaranteed by the bidder to be of equal or better quality than is referenced in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. 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. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidders expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

QUANTITY: The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the City of Torrington or its designated representative based on actual need at the time the purchase orders are placed.

QUALITY: The City of Torrington reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agent's opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

SAMPLES: forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the City of Torrington or its representative. Samples not returned to the bidder will be disposed of at the discretion of the City of Torrington or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items remaining after 30 days will be discarded.

AWARD: It is the intent to award this bid in its entirety to one bidder, however, the City reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the city of Torrington will not be considered as satisfying submission requirements for

this bid.

No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

BONDS:

Performance Bond: The Contractor, when awarded the Bid, must submit within 10 days of the bid award, and before beginning the work or signing a contract, a Performance Bond amounting to one hundred percent (100%) of the total amount of the bid. Said performance bond must be in favor of the City of Torrington and executed by a surety company authorized to do business in the State of Connecticut. The City of Torrington reserves the right to retain the Bid Bond or Certified Check on bids below \$25,000.00 as a Performance Bond. On bids of \$25,000.00 or more the Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond, Certified Check, Bank Check, Savings Account in both the City & Vendor's name or Letter of Credit

Maintenance Bond: The contractor, upon signing a contract and before beginning the work must submit to the Purchasing Agent a Maintenance Bond to guarantee that if defects in either labor or materials becomes evident within one year after completion and acceptance of work will be fixed at no cost to the City of Torrington. The maintenance bond may be included as a portion of the Performance bond or as a separate bond. If it is issued as a separate bond said maintenance bond must be in favor of the City of Torrington and issued by a surety company licensed and authorized to do business in the State of Connecticut.

Labor and Material Bonds: Per Section 49-41 of the Conn. General Statutes, on Public Works project where the estimate is in excess of \$25,000.00, a labor (payment) and material bond must be furnished to the City. Said bonds must be filed with the Purchasing Agent prior to the commencement of work.

Consent for Release of Final Payment: AIA Document G707 & G706, or equivalent, must be signed and returned by the Surety Company before final payment will be released to the contractor.

INSURANCE:

Certificate of Insurance: All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

Workman's Compensation Insurance: The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

Liability Insurance: The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

Vehicle Insurance: The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverage of \$1,000,000.00 each for both liability and under insured and uninsured motorist as well as any other coverage required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

Additional Security: The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

PERMITS: The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work.

It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning and building officials and that awards made prior to said approval are subject to cancellation.

PREVAILING WAGE: When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

CITIZENSHIP: Each employee of the Contractor shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card. The Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965, (18 USC 4082)(c)(2).

SAFETY:

Machine and/or Equipment Hazard Assessment and Safety Training: Upon delivery of machines and/or equipment, suppliers are required to provide to the end-user employees, at no additional charge, a training session that will emphasize hazard awareness and assessment and the safe use of such machinery/equipment.

Occupational Safety and Health Act of 1970: Seller shall warrant that the machinery, equipment or other materials covered hereby shall upon delivery to the City of Torrington, be in compliance with the standards required by said Act and any updates as pertain to or reference said Act as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of delivery.

Machines and/or Equipment Lockout/Tagout: In an effort to comply with OSHA's final rule on the control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

Toxic Substance Control Act (PL94-469): Seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the City of Torrington under this bid and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to Act PL94-469 and are otherwise in compliance with said Act.

Hazardous Materials: Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state, or local statute, ordinance, regulation, or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the City of Torrington relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.

Material Safety Data Sheets: Shall be provided by the Seller upon delivery to the City of Torrington of any goods having constituents listed in the following references - OSHA 1910, ACHIG Current Threshold Values, DOT HazMat Table 49, IARC Carcinogen List, National Toxicology Program Carcinogen List, and/or Radioactive Materials. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.

Asbestos: Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of City buildings. Before proceeding on any contractual work on City buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahera Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

SUBCONTRACTORS: The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the City of Torrington or its designated agent.

EEO: The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the City of Torrington. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

TERMINATION OF CONTRACT: Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days notice to the bidder.

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.

The terms and conditions of these "Instructions To Bidders" are made a part this bid.

SAMPLE FORM

Bid # _____

NON-COLLUSION AFFIDAVIT

STATE OF _____ COUNTY OF _____

I, _____, being first duly sworn, deposes and says that:

1. I am _____
of _____, the bidder that has
submitted the attached request for proposal
for _____;
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent
circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of
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 work for which
the attached Bid has been submitted nor has it 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
price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any
advantage against the City of Torrington or any person interested in the proposed Bid; and
5. The price or prices 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 it agents, representatives,
owners, employees, or parties in interest, including this affiant.

(Printed) _____

(Signed) _____

(Title) _____

Subscribed and sworn to before this _____ day of _____, 20____.

Notary Public Printed

Notary Public Signature

My commission expires _____

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.

SAMPLE FORM

BID # _____
CONSENT OF SURETY COMPANY
TO RELEASE FINAL PAYMENT

City ☐
Architect ☐
Contractor ☐
Surety ☐
Other ☐

PROJECT/BID NUMBER:

TO: City of Torrington
Attn: Purchasing Agent
140 Main Street
Torrington, CT 06790

CONTRACTOR: _____

In accordance with the provisions of the Contract between the City of Torrington and the Contractor as indicated above, the (insert name & address of Surety Co.) _____
_____, SURETY COMPANY on bond of (insert name & address of Contractor) _____
_____, CONTRACTOR, hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to the CITY OF TORRINGTON as set forth in the Surety Company's bond.

Subscribed and sworn to before this
_____ day of _____, 20__.

Notary Public

My commission expires _____

Surety Company

Authorized Representative's Signature

Title

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.



**Hot Water Heating Boiler Project
Torrington Fire Headquarters
111 Water Street
Torrington CT 06790
BID #FBP-022-110112**

General Scope of Work:

The City of Torrington will receive sealed bid Proposals for work on an existing boiler and the conversion from existing oil burner to a natural gas fire burner. The work would also include the removal of the existing oil fired hot water heater and replacement with a new natural gas fired hot water heater. Each contractor who submits a bid shall examine the site, field conditions, access to the basement mechanical room and any other conditions relative to the intended performance and execution of all the work described. Sealed bids will be received at the Office of the City Purchasing Agent, City Hall, Room 206, 140 Main Street, Torrington, Connecticut no later than 11:00 A.M., November 1, 2012 at which time and place they will be publicly opened and read aloud. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 a.m. on that day. 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, bid number and bid opening date/time clearly identified on the outside of the envelope/package. Bids to receive consideration, must be in the hands of the authorized representative, no later than the day and hour mentioned above. Any bid received after the date and time specified will be rejected.

A bid bond in an amount not less than five percent (5%) of the amount of the bid shall accompany each bid. A non-collusion statement for Prime Contractors and any addendum acknowledgement must also be submitted at the time of the bid. A performance, labor and materials bond in an amount equal to one hundred percent (100%) of the accepted bid may be required.

The work is comprised of furnishing all equipment, labor, material, plant, and superintendence to perform all work necessary for the upgrade of an existing boiler and the conversion from an existing oil burner to a natural gas fired burner and associated miscellaneous work for the City of Torrington.

No bidder may withdraw a bid within 90 days after the actual date of the opening thereof.

The City of Torrington reserves the right to accept or reject any or all bids, to waive technicalities, or, to award the contract to a bidder other than the lowest bid, and to award the contract as it feels will best serve the public interest.

Project Walk Through

A pre-bid conference to review the scope of the work will be held on **Thursday, October 24, 2012 at 10:00 AM** at Fire Headquarters, 111 Water Street, Torrington, CT 06790. It is highly recommended that the bidders attend as this will be the only opportunity to perform a site visit at Fire Headquarters. Bidders shall advise the Acting Chief Gary Brunoli that they are there for the project walk through as it pertains to this contract.

The project shall consist of the following:

1. The existing boiler is a HB Smith 5 section 28A series SN N2003-273. The work to be bid is the replacement of a cracked section and reroping the section(s) between the 5th and 6th sections for the

completed functionality which would make the boiler whole. When complete the boiler will be in proper working condition and all parts installed as required. This boiler would also be converted to a natural gas burner from the existing oil burner. This burner shall be sized appropriately to receive the maximum efficiency available. The work would also include bringing the gas line into the building from the meter on the building. The gas piping shall be sized correctly to supply the new hot water heater, and the new gas burner on the boiler and there shall be piping in proximity to the second boiler should it ever get converted to natural gas. The oil burner that will be removed will be left on site as a spare to the existing 2nd boiler. The numbers below are from the tag on the boiler:

28A-S/W-05	Jacket Length	Steam sq ft.	Water MBH	Light oil GPH	Gas MBH	relief safety capacity
	43	875	1014	10.4	1491	1166

2. The existing 50 gallon oil fired hot water heater would be replaced with a new 50 gallon natural gas fired hot water heater. The work would include all required valves, piping, controls and parts to complete the installation. The old water heater shall be removed from the site at the conclusion of the project.

Any and all work to complete the installation of the water heater and boiler section including any chimney work shall be included in the bid proposal. Adjust provision for boiler make-up air as required. This shall include any and all wiring, controls, and associated parts and equipment to complete the work.

3. The work shall meet the requirements of all Local, State and International mechanical codes. The contractor shall apply for and obtain all required permits from the City of Torrington prior to commencement of work. City issued permit fees shall be waived by the City. Upon completion of the work any registration documentation shall be completed and sent to the proper reporting authority and be subject to any and all inspections.
4. The contractor shall supply any reports upon completion of the work to verify performance and efficiency of the boiler and hot water heater. The contractor shall provide documentation of any and all warranties they will supply upon completion of the work and what the warranty includes. Upon completion the contractor will provide a demonstration of the equipment and controls for some designated Fire Department personnel and provide and operation and maintenance manuals to be kept on site.
5. A building permit and associated inspections are required.
6. The contractor shall supply documentation to the City so that they can submit to Yankee Gas for any rebates available due to the equipment installed.
7. Total cost estimate of all work to be performed listing replacement equipment; type and model numbers.
8. Bidders will submit three sets of their sealed bids
9. An assessment of the Contractors approach to completing the work
10. A statement of staff availability and their experience and background.
11. A list of any and all proposed sub-contractors to be utilized on the project.
12. Provide cost reimbursement for salvage scrap value of removed equipment and materials.
13. Timeline for completing project (with an anticipated start date of mid-November 2012)

** Our second boiler is a Weil McLain 6 section 266005 PL 696 W-F that has the section between the 5th and 6th sections that needs to be reroped. The bid should include the cost to complete the work needed to rerope this section and get the boiler operational on the current oil fired burner.

Alternate 1 - Replace existing boiler with new natural gas fired boiler properly sized to provide service to the existing building. This would include all necessary parts and accessories to complete the installation. Bid should include total cost for installation.

Questions Pertaining to Contract Specifications and Plans

Technical questions should be submitted by email to gary_brunoli@torringtonct.org; Administrative questions submitted by email to pennie_zucco@torringtonct.org. Any Fax or email shall be followed up with a telephone call to verify receipt.

To be given consideration, all questions must be received by 3:00 P.M., October 25, 2012. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the City and State websites. It is the responsibility of each Bidder to determine whether any addenda have been issued and, if so, whether he/she had received a copy of each. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

Applicable Licenses

The successful Contractor shall possess valid and current Heating S-1 licenses as issued by the State of Connecticut Department of Consumer Protection. The Successful Contractor shall also comply with all local Zoning and other regulations, and any applicable Federal, State and local regulations, throughout the contract term.

It is the sole responsibility of the Successful Bidder to be familiar and comply with all applicable laws and regulations.

Commencement of Work

No work shall commence under the contract without the issuance of a Notice to Proceed or Award and a Purchase Order from the City of Torrington. The successful Contractor shall not exceed the total contract price without advance written approval from the City of Torrington Department of Finance and Administration.

Bid Proposal Shall Also Include:

- A list of a minimum of three (3) references is required with submitted bid proposal. This list shall include; name of business or organization, contact name, address and phone numbers.
- A list of a minimum of three (3) similar conversion projects completed by company. This list shall include; name of business or organization, contact name, address, and phone numbers, project details, and photos if available.
- Design details and Technical Specifications for Proposed conversion of Gas Fired Burner.
- Timeline for completing project (with an anticipated start date of November 2012)
- A copy of contractor's license and insurance shall be included with bid.

Warranty of Work

The successful bidder shall provide a minimum of a one (1) year warranty for all work, equipment and material installations conducted under the Scope of Work and this contract.

Term of Contract

The contractor shall supply a completion timeline for completing the job(s) from the start of work. This term may be modified by the City of Torrington at any time or by the Contractor with written consent and approval by the City of Torrington's Department of Finance and Administration.

Disposal of Equipment and Materials

All materials and equipment replaced under this contract shall be disposed of by the contractor at his/her sole expense.

BID FORM
Hot Water Heating Boiler Project
Torrington Fire Headquarters
111 Water Street, Torrington, CT
BID #FBP-022-110112

To: Pennie Zucco, Purchasing Agent
City of Torrington
140 Main Street, Room 206
Torrington, CT 06790

Pursuant to and in compliance with your "Invitation to Bid" relating thereto, the undersigned,

(Name of Firm)

Having visited the site and carefully examined existing conditions, bidding documents and received prior to schedule closing time for recipient of Bids as prepared by City of Torrington, 140 Main Street, Torrington, CT 06790, hereby agrees as follows:

To provide all labor, materials, and all else whatsoever necessary to remove and replace all work in connection with the:

Hot Water Heating Boiler Project
Torrington Fire Headquarters
111 Water Street
Torrington, CT 06790

To the satisfaction of the Owner for the sum of:

_____ (\$_____) To provide all labor, materials, and all else whatsoever necessary to remove and replace equipment described in bid specifications. If awarded this contract, we will execute a contract with the City of Torrington, Owner of the property.

Alternate #1 - Replace existing boiler with a new natural gas fired boiler properly sized to provide service to the existing building. This would include all necessary labor, parts, materials and accessories to complete the installation. Bid should include total cost for installation.

_____ (\$_____)

Timeframe for the completion of work _____

CITY OF TORRINGTON
Hot Water Heating Boiler Project Fire Headquarters
BID #FBP-022-110112

Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal. Represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

NOTICE OF AWARD OF CONTRACT

Description of Work: The project work includes furnishing all equipment, labor, material, plant, and superintendence to perform all work necessary for reroping section on existing boiler and conversion from existing oil burner to a natural gas fire burner for the **“HOT WATER HEATING BOILER PROJECT”**.

TO:

The City has considered the “PROPOSAL” submitted by you for the above described work in response to its Advertisement for Bids dated: _____.

It has been determined that it is in the best interest of said City to accept your “PROPOSAL” in the amount of

(dollar amount in words) _____.

(dollar amount in numbers) _____.

You are hereby notified that your “PROPOSAL” has been accepted.

You are required by the INSTRUCTIONS TO BIDDERS to execute the CONTRACT within seven (7) days from the date of the delivery of this NOTICE to you unless otherwise notified by the City.

Dated this _____ day of _____ 2012.

CITY OF TORRINGTON, CONNECTICUT
City

By:

Title:

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged this _____ day of _____, 2012.

Contractor

By:

Title: