

Project Manual

Charlotte Central School
East Entrance
Stair and ADA Ramp Renovation

April 11, 2019

Includes:

- **Invitation to Bid**
- **Bid Form**
- **Architectural (A1.0)**
- **Typical Foundation Details (S1.0)**
- **Typical Structural Notes (S1.1)**

OWNER:

Contact: Chris Giard
cgiard@cvsdvt.org
802-383-1203

Contract Administrator:

Champlain Valley School District

5420 Shelburne Road, Suite 300
Shelburne, Vermont 05482

Contact: Jeanne Jensen, Chief Operations Officer
802-383-1234
FAX: 802-383-1242

CHAMPLAIN VALLEY SCHOOL DISTRICT

Invitation to Submit Proposals

The Champlain Valley School District invites you to submit a proposal for the East Entry Stair and ADA Ramp Renovation . The project outline and specifications for the above referenced project are contained in this packet along with attachments .

BID INFORMATION

Bid Due Date is **May 2, 2019 at 11:00AM** at the address below. Bids received after 11:00 AM will not be accepted. Three copies of the responses to the RFP shall be submitted in a sealed envelope marked “ CCS Stair and ADA Ramp ”. Bids can be mailed or hand delivered. **Verbal and Facsimile quotes will not be accepted.** This is a public bid opening.

There will be a walk through on April 17, 2019 at 1:00 PM. Alternate site walk through can be scheduled by contacting Chris Giard

Direct Quotation and All Bid Correspondence To:

Jeanne Jensen, Chief Operations Officer
Champlain Valley School District
5420 Shelburne Road, Suite 300
Shelburne, VT 05482
jjensen@cvsdvt.org
802-383-1234
802-383-1242 (FAX)

Point of Contact at Site:

Chris Giard
Shelburne Community School
Shelburne, VT 05482
cgiard@cvsdvt.org
802-383-1203

Questions should be directed to Chris Giard and concurrently copied to Jeanne Jensen by facsimile or in writing via E-Mail. Answers to questions will be provided via facsimile or in writing and conveyed to all bidders.

CONTRACT AWARD

The contract award will be made on the basis of timeliness, manpower and equipment availability, responsiveness to the bid requirements, and the cost of work. The owner reserves the right to reject any or all bids, to waive any informality in any bid, and generally take such action as shall be in their best interest.

PROJECT SCHEDULE

Project Milestones:

- | | |
|---|-----------------------|
| • Invitation to Bid | April 12, 2019 |
| • Site Walk-Thru | April 17, 2019 3:15PM |
| • Bids Due, Bid Opening | May 2, 2019 11:00 AM |
| • Award Contract | May 8 27, 2019 |
| • Site Available for Construction Start | June 19, 2019 |
| • Project Complete, No Later Than | August 23, 2019 |

STATE and LOCAL TAXES

This project is tax exempt. State and local taxes applicable to the project will not be included in the bid.

BID REQUIREMENTS

1. The Bid Form is included in this manual and shall be completed in total and signed by an authorized representative of the Bidder.
2. The bid shall remain valid for forty-five (45) days from the Bid Due Date.
3. The Quotation shall be lump sum, all-inclusive, FOB job site, including any and all costs for labor, materials, equipment and permits.
4. Exclusions to any of the work shall be clearly stated with the bid.
5. When a particular make or trade name is specified it is meant to establish a quality standard and is not intended to eliminate a competing manufacture of equal or greater quality. Owner must approve prior to bid.
6. Bidders shall include a completed Form W-9 with bid
7. The cost of a 100% Payment and Performance Bond is required to be included and itemized in the bid. The owner may choose to forgive the need prior to the bid award.

MISCELLANEOUS INCLUSIONS

1. All work must be in strict accordance with local, state and federal codes and requirements.
2. Mechanical and Electrical contractors must supply owner with copies of permits prior to the start of the project.

3. All materials provided will be Asbestos Free and a letter to the owner will be provided at the completion of the project that states all materials used were free of Asbestos containing material.
4. The Owner will not be responsible for costs incurred by overtime work required to meet the aforementioned schedule.
5. Contractor will insure the protection of Owner's property during construction. Contractor will protect materials brought on to the school grounds from damage and the elements.
6. In-building storage of material will be allowed as designated by the owner. All trash and leftover materials to be hauled away at contractor's expense.
7. **No Smoking permitted on school grounds or any other tobacco products are permitted.**
8. Job site clean up on a daily basis to a dumpster provided by the Contractor is part of the scope of work associated with this project. In the event that the contractor does not adequately perform clean up of its materials, then the work will be provided by the Owner at a cost of \$50.00/hour for each individual employed in the clean up process. The cost of it will be deducted from the contractor's contract amount.
9. Contractor will provide all equipment necessary for this project. It is not anticipated that a separate contractor will be needed to complete this work. If the bidder feels additional subcontractors of any kind are necessary, these subcontracts should be noted in the exclusions/qualifications section of the bid form.

TERMS of PAYMENT

1. The Board of School Directors will make payment to the successful Bidder within twenty (20) working days following approval of the Payment Requisition by the Owner and the Owner's representative.
2. Owner will withhold 10% of the successful Bidder's requisitioned amount until work is satisfactorily completed and accepted by Owner.

WORK LOAD

1. The bidders will state their current workload (i.e. jobs in progress at the time of bid) and will clearly indicate their ability (by statement) to perform in accordance with the schedule enclosed herein

DISCREPANCIES

In the event of conflicts, discrepancies, errors, omissions or work shown but not specified or vice versa, it shall be brought to the attention of the Owner, in writing, requesting clarification in the matter. Irregularities in the documents shall not constitute basis for a claim since the work shall be considered whole and complete as contained in the documents. Statements in the Invitation to Bid take precedence over the specifications.

Scope of Work:

The project consist the following:

Demo of the existing stairs and roof
Site work as needed to construct new stairs and ramp
Refer to Bid Set Specs dated April 4,2019 by Colin Lindberg A.I.A.

NOTE:

- 1) The contractor shall notify the owner five (5) days prior to the commencement of work.
- 2) The contractor shall be responsible for initiating, maintaining and supervising all O.S.H.A. safety precautions in connection with this project.
- 3) Prior to the commencement of this project, the contractor shall be familiar with all safety regulations and practices applicable. No additional payments will be made for equipment and procedures necessitated by these safety precautions.
- 4) Certificate of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of work.
- 5) Contractor will warrant material and workmanship for a minimum of one year,

INSURANCE REQUIREMENTS

Insurance provisions will be as follows:

- 1 Workers' Compensation
 - i. Employers Liability per State Statues
- 2 Commercial General Liability
 - i. General Aggregate: \$2,000,000
 - ii. Completed Operations Aggregate \$1,000,000
 - iii. Personal and Advertising Injury \$1,000,000
 - iv. Each Occurrence \$1,000,000
 - v. Fire Damage \$50,000
- 3 Automobile Liability (Combined Single Limit) \$1,000,000
- 4 Owner shall be named as "additional insured" on Bidders commercial general liability for liability arising out of Bidder's operations under this agreement. Each policy shall state that such insurance is primary and that any insurance maintained by the bidder shall be excess and non-contributory.
- 5 With respect to Workers Compensation Employers Liability, General Liability and excess coverage, Bidder shall require its insurer(s) to waive all rights of subrogation against Owner, its officers, directors, and employees. This waiver shall be evidenced by endorsement to Bidder's policy.
- 6 Notice of cancellation or modification is amended to read thirty (30) days.
- 7 Compliance with each of the aforementioned provisions shall be shown on Bidders Certificate of Insurance filed with Owner prior to commencement of work.

END of BID INVITATION

CHAMPLAIN VALLEY SCHOOL DISTRICT

Charlotte East Stair and ADA Ramp

BID FORM

Date _____

Proposal of

Hereinafter called “Bidder”, a (corporation) (partnership) (circle one)

Of the State of _____

To: Champlain Valley School District;

The Bidder, in compliance with the Invitation for Bids for the proposed Charlotte Central School “Charlotte East Stair and ADA Ramp Renovation”, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies necessary to satisfactorily complete the in accordance with the Contract Documents, within the time set for the therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part. The Bidder hereby agrees to commence work under this Contract after _____ on a date to be specified in written notice by the bidder to the OWNER and to reach final completion of the project, by _____.

The undersigned, as Bidder, declare the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other firm, and the undersigned will take in full payment, therefore, the following Base, Bond, Warranty, Unit and Alternate Prices, to wit:

Base Bid Amount

_____ Dollars
Base Bid Written Amount

\$ _____ Dollars
Base Bid Numerical Amount

Alternates (if required)

UNIT COST

\$ _____ Dollars

Bonding Costs (Bond Cost is an ADD to Total)

We will provide a 100% Payment and Performance Bond, as indicated in the attached letter from our bonding agent. The cost will be invoiced to us from our bonding agent, and will in no case exceed the amount designated below:

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_____ Dollars
Bond Cost in Numbers

_____ Dollars
Bond Cost Written Amount

Unit Prices

We propose to provide additional labor and materials for the following work based upon the following unit prices. The Owner and Owner's representative shall approve the necessity of these additional materials prior to their procurement, and the installed quantities shall be certified by the Owner's

Contractor Exclusions, Additional Subcontracts, and/or receipt of Addendum

Use the space below to list any exclusions, Additional Subcontractors required and/or receipt of Addendums issued by the Owner or Owner’s Representative. Attach an additional page signed and dated if necessary.

Current Work and Proposed Schedule

We currently have _____ jobs scheduled for this summer.

Baring unforeseen circumstances, we proposed to have materials on site and begin work on _____ . (Date)

Bidder Qualifications

The undersigned submits answers to the following questions to enable the Champlain Valley School District to judge his/her experience and ability in and facilities for the work proposed to be done.

1. The work, if awarded to you, will have the resident personal supervision of whom? State his/her (or their) special qualifications.

2. Describe equipment you propose to furnish. (a) Your own; (b) rented.

3. How many years has your organization been in business as a contractor under the name in which you propose to execute this contract?

4. Has your present organization ever failed to complete work awarded to it? If so, state when, where and why.

Bidder Acknowledge

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed on the work.

The undersigned hereby acknowledges that he/she has read this proposal in its entirety and understands and agrees to all provisions contained herein.

Respectfully submitted:

_____ (Firm Name)
By _____ (Signature)

Firm Information

Contact Person:

Mailing Address

Phone Number

Fax Number

END of BID FORM