

**Project Manual
CVU Field A Drainage Project
Champlain Valley Union High School
369 CVU Road, Hinesburg, Vermont
June 16, 2020**

Includes:

- **Invitation to Bid**
- **Bid Form**

OWNER:

Contact: Tom Mongeon
tmongeon@cvsdvt.org
802-373-1170

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

Invitation to Submit Proposals

The Champlain Valley School District invites you to submit a proposal for installing field drainage at Champlain Valley Union High School. The project outline and specifications for the above referenced project are contained in this packet.

BID INFORMATION

Bid Due Date is **July 2, 2020**. Bids received after 2:30 PM will not be accepted. Responses to the RFP shall be mailed in a sealed envelope to 369 CVU road, Hinesburg, VT 05482 marked "CVU Field Drainage". **Verbal and Facsimile bids will not be accepted. Email bids will be accepted at the emails in bold below:**

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:

Tom Mongeon
Champlain Valley Union High School
Hinesburg, VT 05482
tmongeon@cvsdvt.org

Engineer of Record:

Kevin Worden, Engineering Ventures, PC
kevinw@engineeringventures.com

Questions should be directed to Tom Mongeon and concurrently copied to Jeanne Jensen by e-mail or in writing. Answers to questions will be provided via e-mail 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 June 16, 2020
- Pre-bid meeting at site (non-mandatory) June 25, 2020, 11am
- Questions Due June 29, 2020
- Addendum (if required) June 30, 2020
- Bids Due July 2, 2020, 2:30pm
- Award Contract July 6, 2020
- Dates Site Available for Construction
 1. July 10, 2020, completed by August 1, 2020
 2. October 26, 2020, completed by November 30, 2020

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 and equipment.
4. Exclusions to any of the work shall be clearly stated with the bid.
5. Proposed Drainage Project: The proposed materials, manufacturer's system information, and a sample copy of the proposed warranty are to be included with the Bid Form. Materials other than those listed in the specifications will not be accepted unless product information is submitted to the Engineer / Owner for approval a minimum of seven (7) business days prior to the bid date.
6. 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.
7. Bidders shall include a completed Form W-9 with bid.
8. Bid proposal must state a detailed scope of work, parts list, parts manufacture name and model #.
9. Bid Documents Availability: Bid Documents will be available for pick up and review on June 17, 2020 at:

Blue Prints Etc. 20 Farrell Street, Suite 101, South Burlington, VT. 05403
Contractors should call Blueprints at (802) 865-4503 to confirm the time that the documents are ready and method of delivery. Bid sets to be paid for by the Contractor.

10. Bidding Questions: During the bidding process, submit all questions to the attention of Kevin Worden at the Engineer's office up to June 29, 2020:

Engineering Ventures, PC
208 Flynn Ave, Suite 2A
Burlington, VT. 05401
Phone: 802-343-5445
Email: Kevinw@engineeringventures.com

Questions, requiring clarification or modification of the documents will be answered in writing and copies distributed to bidders of record. If necessary, an addendum will be issued on June 30, 2020.

Drawing Index:

C0.1 Cover Sheet
C1.0 Site Plan
C2.0 Site Details

MISCELLANEOUS INCLUSIONS

1. All work must be in strict accordance with local, state and federal codes and requirements.
2. 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.
3. The Owner will not be responsible for costs incurred by overtime work required to meet the aforementioned schedule.
4. 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.
5. 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.
6. **No Smoking permitted on school grounds or any other tobacco products are permitted.**
7. 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.
8. 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 scope of work to be incorporated with this project includes, but is not limited to the following:

The Bidder shall provide the district with the cost to provide and install field drainage as shown on the project drawings.

Furnish and install all materials, including without limitation that are defined by the specifications in this bid package.

1. Provide and install signage and barriers to the work site to keep the school and public safe while work is in progress. Properly post traffic signs as to what needs to be closed and where cars are allowed to pass to allow summer classes and employees free access to the school at all times.
2. Install erosion control measures as specified on the plan.
3. Layout and install all drain lines and appurtenances as specified on the plan.
4. Prevent damage to field irrigation system, repair any damaged irrigation lines and perform testing to confirm irrigation system is functioning properly at the end of the project.
5. Install topsoil, seed and mulch and coordinate irrigation and maintenance with CVU facilities staff.
6. Remove all construction debris. Remove all erosion control measures once vegetation has established to the satisfaction of the engineer.
7. *Note: Any irrigation piping, drain pipes, electrical conduit or sub base that is damaged beyond use should be reported to the owner immediately for repairs.*
8. The contractor will insure the protection of Owner's property during demolition and construction. Any excavated area will be clearly marked and protected from accidental entrance to the area.

The contractor will protect materials brought on to the school grounds from damage and make sure they are stored safely as to not hinder the operation of the school.

9. Any damaged areas found during work will be identified to the owner and repaired before new materials are installed.
10. The contractor shall notify the owner five (5) days prior to the commencement of work.
11. The contractor shall be responsible for initiating, maintaining and supervising all O.S.H.A. safety precautions in connection with this project.
12. Prior to the commencement of this project, the contractor shall be familiar with all safety regulations and practices applicable with excavation and trenching. No additional payments will be made for equipment and procedures necessitated by these safety precautions.
13. Certificate of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of work.
14. Contractor will warranty workmanship for a minimum of one year.

INSURANCE REQUIREMENTS

Insurance provisions will be as follows:

1. Workers' Compensation
Employers Liability per State Statues
2. Commercial General Liability
General Aggregate: \$2,000,000
Completed Operations Aggregate \$1,000,000
Personal and Advertising Injury \$1,000,000
Each Occurrence \$1,000,000
Fire Damage \$50,000
3. Automobile Liability (Combined Single Limit)\$1,000,000
3. 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.
4. 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.
5. Notice of cancellation or modification is amended to read thirty (30) days.
6. 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
Champlain Valley Union High School
CVU Field Drainage Project
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 Champlain Valley Union High School field drainage project, 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

Bid Form (cont.)

Alternates

_____ Dollars
Base Bid Written Amount

_____ Dollars
Base Bid Numerical Amount

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:

_____ Dollars
Bond Cost Written Amount

_____ Dollars
Bond Cost Numerical Amount

Warranty

We will provide a _____ year Installation / workmanship warranty

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.

Bid Form (cont.)

Current Work and Proposed Schedule

We currently have _____ jobs scheduled for this season.

Barring 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.

Bid Form (cont.)

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:

Email:

Mailing Address

Phone Number

Fax Number

END of BID FORM