

Project Manual

Parking and sidewalk improvements
June 2, 2020

Champlain Valley School District
Hinesburg Community School

Project Manual

Parking and sidewalk improvements

**Hinesburg Community School
10888 Rte. 116
Hinesburg, VT. 05461**

June 2, 2020

Includes:

- **Invitation to Bid**
- **Bid Form**
- **Project Specifications/Plans**

OWNER:

Contact: Tim Peet
(802) 482-6297, tpeet@cvsdvt.org

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
Hinesburg Community School
Parking and sidewalk improvements

Invitation to Submit Proposals

The Champlain Valley School District invites you to submit a proposal for a parking and sidewalk improvement project. The project outline and specifications for the above referenced project are contained in this packet.

BID INFORMATION

Bid Due Date is June 16, 2020 at 2pm. Bids should be emailed to tpeet@cvsdvt.org and copy to kproulx@cvsdvt.org

Direct Quotation and All Bid Correspondence To:

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

Point of Contact at Site:

Tim Peet
Hinesburg Community School
10888 Rte. 116
Hinesburg, Vt. 05461
(802)482-6297
(802)482-2003

Questions should be directed to Jeanne Jensen and concurrently copied to Tim Peet by facsimile or in writing. 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 June 2, 2020
- Site Walk-Thru (using CDC guidelines) June 9, 2020 at 1pm
- Bids Due June 16, 2020 at 2pm
- Award Contract June 23, 2020
- Site Available for Construction Start June 29, 2020
- Project Complete, No Later Than August 24, 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. 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 manufacturer of equal or greater quality. Manufacturers other than those listed in the specifications will not be accepted unless product information is submitted to the Owner for approval a minimum of seven (7) business days prior to the bid date.
5. 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 materials.
6. Exclusions to any of the work shall be clearly stated with the bid.
7. Bidders shall include a completed Form W-9 with bid
8. The cost of a 100% Payment and Performance Bond is required to be included and itemized in the bid. A letter of surety from the bonding agent is to be attached to the Bid Form. Reimbursement for this Bond shall be based on the actual invoiced amount from the bonding agent; however, the reimbursement will in no case exceed the amount stated on the bid form. Owner may choose to waive this requirement prior to awarding the bid.

MISCELLANEOUS INCLUSIONS

1. All work must be in strict accordance with local, state and federal codes and requirements.
2. The Owner will not be responsible for costs incurred by overtime work required to meet the aforementioned schedule.
3. 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.
4. In-building storage of material will / will not be allowed as designated by the owner. All trash and leftover materials to be hauled away at contractor's expense.
5. **No Smoking permitted on school grounds or any other tobacco products are permitted.**
6. 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.
7. 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 the 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:

This project involves the reconstruction of the existing bus loop and parking area on the north and west sides of the Hinesburg Community School building, as well as the reconstruction of the existing curb and sidewalks on the north and west sides of the school building. The project also includes the installation of a new bituminous concrete pavement overlay for the drive area leading to the existing lower parking area located along Silver Street. The project includes, but is not limited to, the following:

±3,355 square yards of bituminous concrete pavement reconstruction

±475 square yards of monolithic cement concrete curb and sidewalk construction

±135 square yards of cement concrete sidewalk construction

±465 linear feet of cement concrete curb construction

±5,805 square yards of bituminous concrete pavement overlay

All work shall be performed in accordance with the attached project plans, details, and technical specifications.

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,

CHAMPLAIN VALLEY SCHOOL DISTRICT
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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 parking and sidewalk improvement 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 _____.

Bid Form (cont.)

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)

_____ 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 in Numbers

_____ Dollars
Bond Cost Written Amount

Warranty

The Contractor shall guarantee all materials and equipment furnished and work performed for a period of one (1) year from the date of substantial completion. The Contractor warrants and guarantees for a period of one (1) year from the date of

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Substantial completion of the work that the completed work is free from all defects due

Warranty continued

to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the work resulting from such defects. The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other work that may be made necessary by such defects, the Owner may do so and charge the Contractor the cost thereby incurred.

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

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Champlain Valley School District
Hinesburg Community School

(Signature)

Firm Information

Contact Person:

Mailing Address

Phone Number

Fax Number

END of BID FORM