Includes:
- Invitation to Bid
- Bid Form

OWNER:
Contact: Lyall Smith
lysmith@cvsdvt.org 802-316-1275

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 installation of the following security upgrades. Defenselite door/window protection or equal to. (63 panes total) The installation of 3M- ultra S800 security film or equal to. (575 sq ft total) All to be field measured by bidders.

BID INFORMATION

Bid Due Date is 5-26-20 at the address below. Bids received after 1:30 PM will not be accepted. Three copies of the responses to the RFP shall be submitted in a sealed envelope marked Williston School security upgrade project. 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 around the exterior of the school buildings on 4-28-20 at 9:00 am starting with Williston School 195 central school drive Williston VT 05495 followed by a walk around at Allen Brook School located at 497 Talcott road Williston VT 05495

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)

Questions should be directed to Lyall Smith 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: April 24-2020
- Site walk-around: April 28-2020
- Bids Due, Bid Opening: May 26-20
- Award Contract: May-29-20
- Site Available for Construction Start: Summer 20-20
- Project Complete, No Later Than: Aug 14-2020

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 for each project scope.

4. Exclusions to any of the work shall be clearly stated with the bid.

5. Bidders shall include a completed W-9 form with bid
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:

WCS
The installation of Defenselite Standard or equal to over 44 panes, the installation of 340 sqft of 3M ultra 800 security film 8 mil wet glaze attachment and anchoring caulk. Or equal to.

ABS
The installation of 22 panes of Defense Lite Standard or equal to.
The installation of 235 sqft of 3M ultra S800 security film 8 mil wet glaze attachment system and anchoring caulk. Or equal to.
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 OSHA 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 warranty workmanship for a minimum of one year.

INSURANCE REQUIREMENTS

Insurance provisions will be as follows:

1. Workers’ Compensation
   Employers Liability per State Statutes

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

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.

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 the Owner prior to commencement of work.

END of BID INVITATION
CHAMPLAIN VALLEY SCHOOL DISTRICT
Williston Schools Security Glazing projects

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 Williston Schools Security glazing Projects 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 project 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 May 29-2020 on a date to be specified in written notice by the bidder to the OWNER and to reach final completion of the project by Aug 14-2020

Total cost for WCS glazing $ __________________________
Total cost for WCS film $ __________________________
Total cost for ABS glazing $ __________________________
Total cost for ABS film $ __________________________
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

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.

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:
Champlain Valley School District

(Firm Name)

By

(Signature)

Firm Information

Contact Person:

Mailing Address

Phone Number

Fax Number

END of BID FORM