

## **Bid # 16-005**

### **Specifications**

It is the intent of these specifications to furnish the East Haven Board of Education with a Bid for the **Relocation of Existing Playground Equipment at DC Moore School and Reinstallation of Same Equipment to Overbrook School.**

#### **1.0 General Conditions**

Contractor must submit three (3) commercial references.

#### **1.1 Term of Contract**

The contract will be awarded to the lowest responsible bidder and commence **on date to be determined after school ends on June 10, 2016.**

#### **1.2 Option to Renew**

The East Haven Board of Education reserves the right to extend the contract.

#### **1.3 Termination**

The East Haven Board of Education reserves the right to cancel this agreement with (15) fifteen days written notice.

#### **1.4 Method of Ordering**

Individuals specifically authorized by the East Haven Board of Education will place verbal orders directly to the contractor. A verbal purchase order number will be given for each project. This number MUST appear on the invoice as well as where the work was performed and a brief description of what was actually done.

#### **1.5 Invoicing**

Invoices shall be mailed to East Haven Board of Education, Attn: Finance Department 35 Wheelbarrow Lane, East Haven, Ct. 06513

#### **1.6 Delivery**

All parts and labor will be quoted FOB various East Haven Board of Education locations, unloaded and installed. Travel time for contractor's personnel will not be included as part of this contract.

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#### **1.7 Repair and Replacement Parts**

Repair or replacement parts for existing equipment may be accomplished by the contractor using other than original equipment manufacturer's (OEM) parts. However, all parts or equipment furnished must be equal or exceed that of the original equipment manufacture.

#### **1.8 Contractors Performance**

Contractor shall furnish necessary labor, tools, equipment and supplies to perform the required services at the East Haven Board of Education facilities. The East Haven Board of Education's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under this contract. If, in the opinion of the East Haven Board of Education's authorized representative, performance becomes unacceptable, the East Haven Board of Education shall notify the contractor.

The contractor will have (1) one day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the specified period, the East Haven Board of Education shall have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default.

#### **1.9 Insurance**

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows:

- A) Workers Compensation Statutory
- B) Employer's Liability \$500,000 (each accident)
- C) Commercial General Liability in the amount of \$1,000,000.00
  
- D) Contractor will hold the East Haven Board of Education harmless in the event of any accident unless the East Haven Board of Education has been proven to be at fault.

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**1.10 Building Permit** If the relocation of the playground reinstallation requires a permit, please contact our building official.

#### **1.11 Access to Work Area**

East Haven Board of Education personnel will identify project areas, storage areas and parking to be utilized by the contractor.

#### **1.12 Suspension of Work**

The East Haven Board of Education reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the East Haven Board of Education. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

#### **1.13 Equipment Safety**

The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment, vehicles and East Haven Board of Education personnel. The safety of all of the above mentioned is a primary concern of the East Haven Board of Education. Any company that has a history or a high incidence of accidents may be disqualified if deemed necessary by the East Haven Board of Education.

#### **1.14 Workmanship**

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State, or Local law.

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#### **1.15 Cleaning**

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense.

The work area shall be cleaned at the end of each work day unless prior approval has been granted by the East Haven Board of Education. The East Haven Board of Education shall not be responsible for theft or damage to the contractor's property. In the event that a project cannot be finished by the end of the work day, the contractor shall secure the area in a way that is safe to the public and East Haven Board of Education personnel.

#### **1.16 Hours of Work**

All work under this contract will be coordinated with East Haven Board of Education personnel.

#### **1.17 Security**

The East Haven Board of Education does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the East Haven Board of Education.

#### **1.18 Final Inspection and Acceptance**

The contractor will request an East Haven Board of Education designee to conduct a site inspection after the project is complete. The designee will prepare a punch list if needed during the inspection and will forward a copy to the contractor.

After the punch list items have been corrected, the contractor will request a final inspection. Final project approval is contingent on the final inspection and written approval by the East Haven Board of Education. This shall include an East Haven Board of Education employee's signature on a valid work order.

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#### **1.19 Property Damage**

Contractor agrees to repair at contractor's expense any damage that was caused to East Haven Board of Education owned property by contractor.

#### **2.0 Scope**

Contractor shall supply all labor and materials for the relocation of existing Playground Equipment, from DC Moore School to Overbrook school:

- 1) Play Mart play structure;
- 2) Freestanding 5' slide from Playland;
- 3) Freestanding rail double 4' double slide from Playland;
- 4) Parallel bars from Playland;
- 5) Crawl tubes from Playland;
- 6) Triple chin bar from Playland;
- 7) Triple stepper bridge from Play Mart Playgrounds;
- 8) Custom train playhouse from Play Mart;
- 9) 9" roto-molded curbs around equipment to be in play area 2 (existing grass area)
- 10) Supply and installation of 3" top of wood fiber in existing play area and 8"-9" of wood fiber in area 2:

Qualified bidder is responsible to remove concrete footing off equipment at DC Moore School and leave on site. Town personnel is responsible to remove concrete from DC Moore School and dispose. Town is responsible for removing existing play structure, including concrete footings at Overbrook School. Town is responsible for any site preparation (removal of weeds, scrub bushes, etc.) in area 2 at Overbrook School.

Complete written specifications of proposed equipment and sequence of removal and start up shall be part of the proposal. Any and all building modifications shall be defined in detail in this proposal. All sub-contractors must be approved by the East Haven Board of Education designee. It is absolutely essential that this proposal is all inclusive from removal to start up.

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#### **2.1 Repair Warranties**

Contractor shall list on the invoice or work order the brand name and part number of all replacement or used parts. All repairs shall be warranted for a minimum of three (3) years from date of relocation. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the East Haven Board of Education including labor. Parts which carry a standard warranty that exceeds (90) ninety days shall be honored by the contractor.

#### **2.2 Labor Rates**

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The East Haven Board of Education will not accept any travel charges. As is general practice in this industry, subcontractors may be used, providing all other specification's listed are adhered to.

#### **2.3 Work Hours/Labor Rates**

Regular work hours shall be 7:00 a.m. to 6:00 p.m., Monday through Friday, East Haven Board of Education holidays excluded, regular hour rate shall apply.

Overtime hours shall be all other times not covered in the previous paragraph and may be charged accordingly.

#### **2.4 Response Time**

All call for service must be acknowledged within (1) one hour of initial phone call. Contractor must state a realistic and true time when the work can be scheduled and to the acceptance of the East Haven Board of Education.

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**PROPOSAL**

We/I have examined the specifications and agree to furnish the East Haven Board of Education with the services as specified accordingly.

Date \_\_\_\_\_

Relocation of Playground Equipment from DC Moor School to Overbrook School

One original copy & two additional copies are required to accompany bid.

Submit contract price in the following space: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency Phone Number (24 hours): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contractor Commercial License Number: \_\_\_\_\_

Email: \_\_\_\_\_