NOTICE TO BIDDERS

BID # 22-01 - EXTERIOR RENOVATION OF THE EAST HAVEN ANIMAL SHELTER

TOWN OF EAST HAVEN, CONNECTICUT

SEALED BIDS may be submitted to the Office of the Director of Finance, at the East Haven Town Hall, lower level, 250 Main Street, East Haven, Connecticut 06512, until 10:30 AM local time, on Tuesday, August 17th, 2021, at which time they will be privately opened.

BIDS MUST be submitted in the manner specified. Specifications outlining all details of this Bid may be obtained on the Town website www.townofeasthavenct.org on Monday July 26, 2021. All inquiries concerning this Bid should be directed to Rebecca Fye, Purchasing agent at rfyefy@townofeasthavenct.org.

The Director of Finance reserves the right to reject any and all BIDS or to waive Defects in same if it be deemed in the best interest of the Town of East Haven to do so.

It is the sole responsibility of the Bidder to assure the Bid is received by the proper authority prior to the Bid Opening time. Bids received after this time will be considered informal and will be rejected. No Bidder may withdraw their proposal within sixty days (60) of the date of the Bid Opening.

Minority and Female owned businesses are invited to participate and will be afforded full opportunity to submit Bids and are encouraged to do so. The Town of East Haven is an Affirmative Action Equal Opportunity Employer.

Rebecca Fye
Purchasing Agent
INTRODUCTION:
Town Of East Haven will be accepting bid proposals for the renovation of East Haven’s Animal Shelter exterior. Bids must be received no later than 08/17/2021 at 10:30 AM. Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

SEALED BIDS including 4 copies, may be submitted to the Office of the Director of Finance, at the East Haven Town Hall, lower level, 250 Main Street, East Haven, Connecticut 06512, until 10:30 AM local time, on Tuesday, August 17th, 2021, at which time they will be privately opened. The Town will award a contract to the respondent, if any, whose bid is approved by the Town Council and deemed by the Town to be in the best interest of the Town.

PROJECT OBJECTIVE:
The East Haven Animal Shelter building is in need of exterior renovations. The purpose of this project is to renovate the exterior siding of the building. Key components of this project include:
- Installation of 4-inch vinyl siding matching the color of masonry as close as possible.
- The removal of all wood casings on all windows and doors and installation of Azek composite trim in these areas.
- The removal of all soffits and replace them with vinyl as well as the replacement of all vents.
- All demolition, materials and installation to be included in your bid.

PROJECT AND LOCATION
The property associated with this Bid is The East Haven Animal Shelter located at 189 Commerce Ave, East Haven, Connecticut 06512.

PROPOSAL SUBMISSION FORMAT
Four (4) SEALED BIDS shall be submitted to the Purchasing office at the East Haven Town Hall, lower level, 250 Main Street, East Haven, Connecticut 06512, until 10:30 AM local time, on Tuesday August 17, 2021.

The following is a list of information that the Bidder should include in their Bid submission:
Summary of Bidder Background
1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)

5. Date Bidder's Company was Formed

6. Description of Bidder's company in terms of size, range and types of services offered and clientele.

7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.

8. Bidder’s Federal Employee Identification Number (FEIN)
   Evidence of legal authority to conduct business in Connecticut (e.g. business license number).

9. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

10. Organization chart showing key personnel that would provide services to TOWN OF EAST HAVEN

11. List of any project on which (a) you failed to complete the project and/or were terminated; or (b) you mediated, arbitrated or litigated any disputes; or (c) you were declared to be in default.

12. Provide at least three (3) references from representatives of the owner/end user of similar projects you performed.

Financial Information

State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.

State whether the Bidder or its parent company (if any) has ever received any fines, penalties, sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

Proposed schedule for the work to be completed.

Fee Proposal

A detailed list of any and all expected costs or expenses related to the proposed project. Summary and explanation of any other contributing expenses to the total cost. Brief summary of the total cost of the proposal.
Licensing and Bonding

Provide details of licenses and bonds (payment and performance) for the proposed services that the bidder/contractor will provide for this project.

Insurance

Details of any liability or other insurance provided with regard to the staff or project.

Walk- Thru

We recommend each interested bidder schedule a walk thru of the property in order to assess the existing condition and to determine their own scope of work needed. Please contact Owen Little, ACO, of the East Haven Animal Shelter at (203) 468-3249 to schedule your walk thru.

Sign and date below confirming your walk thru attendance and include in your Bid submittal.

__________________________________________________  _______________________
SIGN  DATE
Exterior Renovations at East Haven Animal Shelter

Price/Cost Proposal Form

Request for Proposal (RFP) Number:

22-01

Project Name:
Renovation of East Haven Animal Shelter Exterior

Name of Offeror:

Address:

Contact Name:

Telephone:          Fax:

Email:

The Offeror has examined the specifications and based on this examination, the Offeror proposes to furnish all design, labor, material, equipment, services, and supplies, and perform all work and operations in accordance with all the Bid requirements and within the period of performance specified.

Total Price

$_____________________________

(Amount in words)

$_____________________________

(Figures)

Please include on a separate page whether any additional expenses are contemplated in your Bid.
Town of East Haven
Non-Collusion Affidavit of Prime Bidder
& Recognition of Non-Assignment

State of ______________________ ss:
County of ______________________

(Bidder submitting Bid)

being first duly sworn, deposes and says that:

1. He/she is (owner, partner, officer, representative, or agent of)

2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.

3. Such Bid is genuine and is not collusive or a sham Bid.

4. Neither the said Bidder or any of its officers, partners, owners, agents, representatives, employees, or parties in interest including this affiant has in anyway colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or any other Bidder, or to fix any overhead, profit or cost element of the Bid prices or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of East Haven or any other person interested in the proposed contract.

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents.

6. The Contractor shall have no right to transfer, sublet or assign its Bid, any resulting contract or any portion thereof, or any underlying work or rights/responsibilities relating thereto to any person, firm, or corporation or to vary the terms of this contract without the written consent of the Town.

Bidder Signature Date

Personally Appeared: ______________________, Signer and Sealor of the foregoing instrument, and acknowledged the same to be their free act and deed before me.

(Seal) Notary Public
Commissioner of the Superior Court