

## INTERDEPARTMENTAL MEMORANDUM

**TO:** David Busanet, Bidding and Contracts Supervisor  
Bidding & Contracts, Room G-35  
165 Capitol Avenue, Hartford, CT 06106

**FROM:** Tom Surprenant, Project Manager *TS*  
Team Pizzoferrato, Room 460  
165 Capitol Avenue, Hartford, CT 06106

**DATE:** 11/18/09

**SUBJECT:** ADDENDUM # 1

**PROJECT TITLE:** HVAC/AHU Repairs  
10 Clinton Street  
Hartford, CT.

**PROJECT NO.:** BI-2B-208

**SCHEDULED BID OPENING:** 12/1/09

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Please expedite the attached Addendum # 1.

1. The total number of pages in this addendum is: 6.
2. The total number of drawings in this addendum is: N/A.
3. See attached Revised "Bid Released" form (55) dated: N/A.
4. Coordinator to explain reason for addendum (clarification purposes)

### Attachment

xc: Agency  
Team File  
Project Manager

**HVAC/AHU REPAIRS  
CONNECTICUT PUBLIC HEALTH LABORATORY  
10 CLINTON STREET, HARTFORD, CONNECTICUT  
PROJECT: BI- 2B - 208**

<b>BID OPENING</b>	<b>1:00 P.M.</b>	<b>NOVEMBER, 24, 2009</b>
<b>ADDENDUM NUMBER 1</b>	<b>NOVEMBER 18, 2009</b>	<b>NOVEMBER 18, 2009</b>

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The following clarifications are applicable to drawings and specifications for the project referenced above.

Item 1

The bid opening will be changed from November 24, 2009 at 1:00 p.m. to December 1, 2009 at 1:00 p.m.

Item 2

In Section 00020, Supplemental Bids

DELETE: Delete Section 00020 in its entirety, replace with the amended Section 00020, attached herein, containing one supplemental bid.

Item 3

In Section 00020, Supplemental Bids

DELETE: Line Item "Supplemental #2" in its entirety.

Item 4

In Section 01015, Occupancy Requirements

ADDITION: Add paragraph A. 2. as follows: "2. Contractor shall have access to judicial parking lot and loading dock for purposes of rigging equipment after 3:00pm M-F and over weekends only.

Item 5

In Section 01510 "Temporary Heating, Cooling and Ventilation and Lighting."

CONFIRMATION: Temporary heating, cooling and ventilation are required.

Item 6

In Section 01580 "Field Offices and Sheds"

CONFIRMATION: This section is required.

Item 7

In Section 15950, Paragraph 2.2 A.

ADDITION: Add paragraph as follows: "2. New control system shall integrate and communicate with the existing Invensys control system. Provide all communications

devices and software necessary to allow existing operator workstation to be used with new control system work including set point adjustment and graphical display for all control devices specified in this project.”

Item 8

In Drawing ME-1, “Bidding Note”

CONFIRMATION: Bidding Note is correct.

Item 9

In Drawing ME-2, “Outside Air Hood Note”

REVISION: Revise note referencing outside air hood to read: “Remove and reinstall outside air hood and louver to allow access into penthouse (Typical).”

Item 10

In Drawing ME-4, “Outside Air Hood Note”

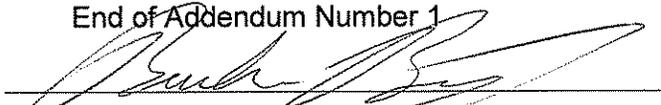
REVISION: Revise note referencing outside air hood to read: “Reinstall existing outside air hood and louver. Provide new stainless steel bird screen (Typical).”

Item 11

In Drawing ME-5, “Air Handling Unit Schedule”

CONFIRMATION: Contractor shall field verify all dimensions in field prior to submission of shop drawings and shall include rigging requirements. Contractor shall include disassembly & re-assembly of equipment as necessary to coordinate with existing conditions.

End of Addendum Number 1



Barbara Bergeron, Associate Fiscal Administrative Officer  
Department of Public Works

FOR PROJECTS ESTIMATED TO COST LESS THAN \$500,000.00  
ASBESTOS PROJECT

FOR CURRENTLY CERTIFIED SET-ASIDE CONTRACTORS ONLY

To: Department of Public Works  
Bidding & Contracts Unit  
Procurement  
165 Capitol Avenue - Room G-35  
Hartford, CT 06106

Bid Date: \_\_\_\_\_

From: \_\_\_\_\_ (Bidder's Legal Company Name)

\_\_\_\_\_ (Address of Bidder)

\_\_\_\_\_

\_\_\_\_\_ (Tel. No.)

\_\_\_\_\_ (FAX No.)

\_\_\_\_\_ (E-Mail Address)

\_\_\_\_\_ (Firm Federal Employer Identification Number)

\_\_\_\_\_ (Firm CT Tax Registration Number)

\_\_\_\_\_ (Print Contact Person's Name) \_\_\_\_\_ (Title)

For: BI-2B-208  
HVAC/AHU Repairs for Connecticut Public Health Laboratory

The Undersigned, having familiarized himself with all requirements of the Contract Documents as prepared by the Architect, and all Addenda to the Documents, hereby proposes to furnish all construction as required by the Documents and Addenda thereto for the completion of the project for the following amounts:

**BID SCHEDULE**

**Base Bid:**

\_\_\_\_\_ (Written amount)

Dollars (\$) \_\_\_\_\_ )

**PERCENTAGE OF WORK PERFORMED WITH OWN FORCES**

The **percentage of the work performed by the contractor** on this project shall not be less than the percentage noted in the **Commission on Human Rights (CHRO) Regulation Section 00600 subsection 5.1** of the completed Contract Sum of the Work with its own forces.

**Supplemental Bids**

The Undersigned will include the following **Supplemental Bids** as described in Section 01010 for the following amounts:

Add

Supplemental #1	\$ _____ Dollars	\$ _____
	(written amount)	

**Contractor Provided Unit Prices**

THERE ARE NO CONTRACTOR PROVIDED UNIT PRICES FOR THIS PROJECT.

**CONTRACT TIME**

*If* awarded this contract, the undersigned will complete the work within one hundred and eighty (180) calendar days from the date indicated on the "Construction Start Date And Notice To Proceed."

**ADDENDA RECEIVED**

Receipt of the following Addenda to the Contract Documents is acknowledged:

This Bid Proposal includes \_\_\_\_\_ number of **Addenda/Addendum**.

Failure to acknowledge all **addenda** in the space provided in the Bid Proposal Form shall be **cause for rejection** of the bid.

**BID ACCEPTANCE**

The Undersigned acknowledge and agree to **hold** the bid price for ninety (90) calendar days and any extensions caused by the Contractor's delays in required submissions. The Contractor and the State *may* mutually agree to *extend* this period. The apparent lowest qualified bidder is required to submit key supporting documents within fifteen (15) calendar days of the bid opening, *If* there are any delays in the receipt of these materials *then* the Bids shall remain valid for the same additional number of days. For example, if the materials are submitted four (4) days later; then the bid shall remain valid for ninety-four (94) days.

If written notice of the acceptance of this Bid is provided by mail, facsimile or other communication technology, or delivered to the Undersigned after the bid opening date or any time thereafter before this bid is

withdrawn, the Undersigned will, within 10 days after the date of such notice, furnish all documents requested in the **Letter of Intent**.

The **successful bidders** must submit a "Contractor/Consultant Certification" for contracts with a value of \$50,000 or more. This certification and a resolution/certificate of authority should be completed and submitted when requested in the Letter of Intent. This certification and resolutions are located at <http://www.ct.gov/dpw>.

With regard to a State contract as defined in **P.A. 07-01** having a value in a calendar year of **\$50,000 or more or a combinations or series of such agreements or contracts** having a value of **\$100,000 or more**, the authorized signatory to this **submission** in response to the State's solicitation expressly **acknowledges receipt** of the State Election Enforcement Commission's **notice** advising prospective state contractors of the state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the **notice**. See Attachment **SEEC Form 11 – located in Section 00610**.

The Commission on Human Rights and Opportunities (CHRO) Employment Information Form, "**Bidder Contract Compliance Monitoring Report**" is posted on the **CHRO Webpage**: [http://www.state.ct.us/chro/metapages/ContractCompliance/CC\\_forms/NotificationToBidders.pdf](http://www.state.ct.us/chro/metapages/ContractCompliance/CC_forms/NotificationToBidders.pdf) and *must be submitted to DPW with your Bid Proposal*.

**Bidder Type of Business (check one):**

Corporate Seal, *if a Corporation*

- Corporation
- Limited Liability Corporation (LLC)
- Partnership
- Sole Proprietor

Doing Business As (d/b/a), if yes, provide complete name **below**:

Provide **Exact Wording** on Corporate Seal **below**:

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\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**\*A Resolution/Certificate of Authority *must be submitted with your Bid Proposal.*\***

SUBMIT ALL PAGES OF THE BID PROPOSAL<sup>1</sup>

**INVITATION TO BID**

**FOR PROJECTS ESTIMATED TO COST LESS THAN \$500,000.00**

**FOR CURRENTLY CERTIFIED CONNECTICUT SET-ASIDE CONTRACTORS ONLY**

This “Invitation To Bid” is *limited* to participation by *current certified* “Set-Aside Contractors” that have been certified by the Connecticut Department of Administrative Services (DAS) by the “bid opening date.”

**ADV. NO. 10-05 I**

**DATE OF INVITATION: 10/23/09**

SEALED BIDS ADDRESSED TO THE DEPARTMENT OF PUBLIC WORKS - STATE OF CONNECTICUT FOR:

<b>Project Title:</b>	HVAC/AHU Repairs Connecticut Public Health Laboratory Hartford, CT
<b>Project Number:</b>	BI-2B-208
<b>Special Requirement:</b>	N/A
<b>Cost Estimate Range:</b>	\$ 228,000.00 – \$ 252,000.00
<b>Plans &amp; Specs Ready:</b>	October 28, 2009
<b>Non-Refundable Fee Per Set</b>	<b>\$ NOT APPLICABLE</b>
<b>Examination and Acquisition of Plans &amp; Specs</b>	<b>State Of Connecticut, Department Of Public Works, Plans And Specifications Section, Room No. G-36, 165 Capitol Avenue, Hartford, CT 06106</b> , 7:30 A.M. to 3:00 P.M. (Monday-Friday) or by addressing a request to the above address with your Fedex number.
<b>MBE Participation</b>	<b>Good Faith Effort</b>
<b>Pre-Bid Conference:</b>	All prospective bidders are encouraged to attend a pre-bid conference.
Pre-Bid Conference <b>Time</b>	To be held at <u>9:30 AM</u> .
Pre-Bid Conference <b>Date</b>	On November 6, 2009
Pre-Bid Conference <b>Location</b>	At 10 Clinton Street, Room 154, Hartford, CT
Pre-Bid Conference <b>Registration</b>	N/A
Pre-Bid Conference <b>Contact</b>	Shane Mulready
<b>BID OPENING DATE:</b>	<b>November 24, 2009</b>
<b>Receipt of Bid Package</b>	Bids will be <i>received</i> at the STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CT, 06106 in ROOM No. G-36 UNTIL 1:00 P.M. on the date shown above and thereafter publicly <i>opened</i> and <i>read</i> aloud in ROOM No. G-32.
<b>Gift And Campaign Contribution Certification</b>	If awarded the subject contract and the contract has a value of <b>\$50,000</b> or more the contractor will be required to sign and submit, at the time of contract execution, <b>Gift And Campaign Contribution Certification</b> . See the DPW home page, <a href="http://www.ct.gov/dpw">http://www.ct.gov/dpw</a> , click on Affidavits, and then click on Contractor/Consultant Certification. For the purposes of signing the Certification, the “date DPW began planning” the subject project or services is such date noted below.

<b>Date DPW Began Planning the Subject Project:</b>	March 16, 2004
<b>Bid Security</b>	As <b>security</b> , each bid must be accompanied by a CERTIFIED CHECK made payable to "Treasurer, State of Connecticut," or by a BID BOND, in the form required by the awarding authority and having surety thereto such Surety Company or Companies as are authorized to do business in this State and/or accepted by the Commissioner of the Department of Public Works for an amount not less than 10% of the bid if the bid is in <b>excess of \$50,000.00</b> .
<b>To access the Department of Public Works web site:</b> <a href="http://www.state.ct.gov/dpw">http://www.state.ct.gov/dpw</a>	
<b>To access Executive Order #1:</b> <a href="http://www.ct.gov/governorrell/cwp/view.asp?Q=276038&amp;A=1720">http://www.ct.gov/governorrell/cwp/view.asp?Q=276038&amp;A=1720</a>	
<b>To access Executive Order #7c:</b> <a href="http://www.ct.gov/governorrell/cwp/view.asp?A=1719&amp;Q=317970">http://www.ct.gov/governorrell/cwp/view.asp?A=1719&amp;Q=317970</a>	

**Performance and Labor and Material Bonds** to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price if the bid is in **excess of \$100,000.00**.

The awarding authority reserves the right to waive technical defects or to reject any and all bids.

*Nonresident contractors: A certificate from the Commissioner of Revenue Services must be provided which evidences that Connecticut General Statutes Section 12-430 for non-resident contractors has been met. For details call the Department of Revenue Services at (860) 541-3280, ext. 7.*

**EXECUTIVE ORDERS:**

The Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Client Agency shall provide a copy of these orders to the Contractor. The Contract may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

This contract is subject to the provisions of the Department of Public Works **Sexual Harassment Policy** ("Policy") and, as such, the contract may be canceled, terminated, or suspended by DPW for violation of or noncompliance with said Policy. Said document is hereby incorporated herein by reference and made a part hereof as though fully set forth herein. This policy may be found at the Department of Public Works Website at <http://www.ct.gov/dpw>, click **Publications** and scroll to **Sexual Harassment Policy**.

All **technical** questions must be in writing (not phoned or emailed) and faxed to the **Architect/Engineer** with a **copy** to the **DPW Project Manager** listed below.

Architect/Engineer:      Fuss and O'Neill      Fax No:    860-645-0717  
Construction              Fuss and O'Neill      Fax No:    860-645-0717  
Administrator  
DPW Project Manager:    Thomas Surprenant      Fax No:    860-713-7261

All **bid** questions should be addressed to the **Associate Fiscal Administrative Officer** listed below.

Associate Fiscal            Barbara Bergeron      Fax No:    (860) 713-7395  
Administrative Officer

Contract Time Allowed:    180    Calendar Days

Liquidated Damages:      \$    1243.00    Per Calendar Day

Prevailing Wage Rates:    Prevailing wages are required on this project, in accordance with the schedule provided in the bid documents, pursuant to Connecticut General Statutes Section 31-53, as may be amended.

Each contractor who is awarded a contract on or after October 1, 2002 shall be subject to provisions of the Connecticut General Statutes Section 31-53 and Section 31-55a.

Wage Rates will be posted each **July 1<sup>st</sup>** on the **Department of Labor website**: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) . Such **prevailing wage adjustment** shall not be considered a matter for any contract amendment.

The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in subsection (h) of section 31-53 of the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each pay day.

**Procurement  
Department of Public Works**

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