



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

BID No. 2014-044

Issued : May 27, 2014

Subject : Relocation Services at Wilcoxson Elementary School

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Bids will be received until 3:00 pm June 4, 2014, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

## **B. INSTRUCTIONS:**

Bid proposals are to be submitted (**TWO COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Bids must be delivered to:

Purchasing Department  
Stratford Town Hall – Rm 202  
2725 Main Street  
Stratford, CT 06615

## **C. CONDITIONS:**

### **Bid Surety:**

A bid surety is not required.

**Payment:** Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website, [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

**F.O.B. Destination:** All prices quoted must be net delivered to destination.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

## **D. RESERVATIONS:**

The Town of Stratford may consider informal any bid not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all bids or parts of bids; to waive defects in same bids; or to accept any bid or part thereof deemed to be in the best interests of the Town of Stratford.

Supply detailed descriptions and specifications of all items..

## Introduction

Wilcoxson School will be relocating all the classrooms, Library, Computer Room and offices offsite as well as some on site and returning all items at its current location in stages.

This school relocation will require all contents, computers and departmental equipment from each room to be stored in separate containers and tagged so that it can be returned to each room in stages. The mover will be responsible for any items that have to be unfastened and refastened, proper tagging, packing, unpacking

The mover must possess the necessary heavy equipment needed to relocate fully loaded bookshelves. The mover must possess the necessary containers to store classroom/office furnishings.

The moves will occur at the times and dates specified in order to meet specific needs. The mover must be willing to guarantee moving dates based on the scheduling of the renovation that is occurring in the school. The mover must guarantee their charges will be based upon rates and hours presented in the proposal, and will not exceed the estimate unless the scope of the move changes substantially.

### **Bid Criteria:**

- Bids will be evaluated for thoroughness of its scope and cost of services provided.
- Your bid shall include **itemized** materials, labor, storage units, storage, unit pricing, taxes, and other services as necessary to perform all work described herein and/or discussed during the walk-through.
- All costs of bid preparation shall be borne to the bidder.
- Relocation for must start and be completed on **June 20, 2014**

In the event you require additional information or have any questions, please contact: **Raynae Serra** at **203.385-4084**.

## General Specifications

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### **General requirements**

- The Contractor is responsible to have read all specifications and conditions. The Contractor will be held accountable to provide and meet all specifications and details as stated herein.
- The Contractor must identify an account manager or supervisor dedicated to the project prior to the awarding of the contract. This manager or supervisor shall be assigned as a single point of contact for the work, and shall be at the site while work is being performed for the duration of the move, as well as attending all pre-planning meetings.

- The Contractor shall protect all vulnerable property and construction as specified by Owner with Masonite and/or other approved materials by approved methods. Immediately upon completion of the move, the Contractor will remove this installed protection.
- The Contractor shall provide the names of all movers scheduled to work on the project five (5) days prior to commencement of work.
- The Contractor will provide sufficient labor, materials, equipment and supervision to pack move and unpack classroom *contents, furniture and other miscellaneous items (i.e. Printers, scanners, faxes, etc.)* for each phase.
- Owner will provide sufficient labor equipment and supervision to disconnect and reconnect all desktop PC stations.
- Contractor to provide moving boxes per employee being relocated, as well as sufficient boxes to relocate any ancillary areas identified during the walk-through.
- The Contractor will provide colored moving labels and placards. Placards are to be placed by the Contractor one (1) day prior to the move date.
- All bidding Contractors will participate in a walkthrough of the facilities as specified under invitation to bid.
- The Contractor shall guarantee crew foreman and/or supervisory personnel will remain on the site for the duration of the move.
- All Contractor employees, agents and subcontractors shall be authorized to work in the United States and the Contractor shall be in compliance with the Immigration Control Act of 1986.
- The Contractor shall assume all financial responsibilities such as wages, withholding taxes, Social Security, insurance requirements, sales or other taxes directly related to the services heretofore attached.
- The Contractor shall provide all specified services except when prevented by strike, lockout, accident, acts of God, or other circumstances beyond its control; however, services which are not rendered under these circumstances shall not be billed to the Owner.
- Bid sheets are attached, please fill out accordingly and submit return in duplicate.
- This will be a prevailing wage job. All invoices must be in detail, unit priced and in duplicate.
- Certified payroll receipts are required with invoices.

## Contractor/Personnel Requirements

### General Requirements

- All employees, agents and subcontractors of the Contractor shall be dressed appropriately for a professional office environment – or provide clean uniforms where applicable, at no cost to the Owner.
- Appearance and language shall be professional at all times.
- Any Contractor, or contractor employee, agent or subcontractor shall be dismissed from the site – at the sole discretion of the Owner for the following behaviors:
  - In possession of, or under the influence of drugs or alcohol.
  - Implying or making harassing, offensive or derogatory remarks towards any Wilcoxson Elementary employees, visitors, or other building occupants.
  - Smoking
  - Instigating, threatening, or participating in any acts of violence towards any person or property.
- Smoking is not permitted within our buildings or grounds.
- Personal radios, CD players, etc. are not permitted within our buildings.
- Lunch rooms, coffee areas, and other food service and storage facilities are not to be used by the Contractor, the Contractors' employees, agents or subcontractors.
- Use Wilcoxson School phones is not permitted by Contractor, Contractor's employees, agents or subcontractors.
- Copies of all Contractors, Contractor's employees, agents or subcontractors workers eligibility to do work (green card) shall be provided upon request.

### Bidder Instructions

- Bidding Contractors will provide a detailed cost estimate for **each phase** of the move on the Move Proposal form.
- Bidding Contractors shall meet and provide with bid proof of insurance coverage requirements by the Town of Stratford as outlined in this document, to accompany bid.
- Bidding Contractors will provide references detailing ten (10) past projects of similar scope which have been successfully completed within the last 24 months, to accompany bid
- Bidding Contractors will provide specific information regarding the use of any subcontractors to complete each phase of this project, to accompany bid.

# Bid Form – 2014-044 WILCOXSON ELEMENTARY SCHOOL

## Description

Pack & Label contents of all classrooms and offices, Library and Computer room relocate to offsite storage area and on sight school gymnasium.

Description:	Qty.	No. of Hours	Unit Cost	Total Cost
Trucks required			\$	\$
Specialized Library Relocation Equipment			\$	\$
Helpers/Drivers-ST			\$	\$
Helpers/Drivers-OT			\$	\$
Outside Contractors-ST			\$	\$
Outside Contractors-OT			\$	\$
Cartons (totes)/Unit Price per			\$	\$
Commercial Bins			\$	\$
Dollies			\$	\$
Protective Covers Floor Covering			\$	\$
Other Equipment Keyboard Bags			\$	\$
Storage Containers			\$	\$
Material Delivery for			\$	\$
Commercial Labels All Phases			\$	\$
Storage			\$	\$

Total Estimated Cost \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact \_\_\_\_\_

## Insurance Coverage Requirements

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Supplier shall purchase and maintain at Supplier's own expense at all times during the term of this agreement, and during any warranty period, the following insurance in amounts not less than those specified below covering all operations whether performed by Supplier or by Supplier's subcontractors, with insurance companies with an A.M. Best's rating of A-VII or better.

- 1) Workers compensation and Occupational Disease-Statutory.

Employers' Liability Insurance in the amount not less than the following:

- Bodily Injury or Accident: \$2,000,000 each accident
- Bodily Injury by Disease: \$2,000,000 each employee
- Bodily Injury by Disease: \$2,000,000 policy limit

- 2) Commercial General Liability in an amount not less than \$2,000,000 combined single limit per occurrence and in the aggregate Bodily Injury and Property Damage. Policy is to include:
  - a) Personal Injury with a limit not less than \$2,000,000.
  - b) Premises/Operations, Products/Completed Operations, Blanket Contractual Liability, Independent Contractors, and Broad Form Property damage.
  - c) Supplier's Commercial General Liability Insurance shall name Stratford Board of Education as additional Insured.
- 3) Commercial Automobile Liability in an amount not less than \$1,000,000 combined single limit per occurrence Bodily Injury and Property damage covering the use of all owned, non-owned and hired automobiles. Supplier's Automobile Liability Insurance shall name BI as additional Insured(s).
- 4) Professional Liability Insurance, if applicable in an amount not less than \$2,000,000 per claim for damages arising from any acts, errors or omissions. Coverage shall include severability of interest and cross-suit for consultants/subcontractors. Claims-Made policies shall be renewed each year for a period of two (2) years after the completion of the agreement and shall have extended reporting period of two (2) years. When renewed or replaced, the policy retroactive date must coincide with, or precede start of work on the project.

Above items one through 4 should accompany bid. Supplier shall furnish the Additional Insured(s), as certificate holder, before commencing work/services, with certificates of insurance evidencing compliance with the minimum requirements listed above. Each certificate shall state the insurance evidenced by such certificate will not be cancelled or reduced except 30 days after written notice to Town of Stratford / Stratford Board of Education.

## **Insurance Coverage Requirements (cont'd)**

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The Insurance coverage and limits required above are minimum requirements and in no way limit the liability of Supplier for its acts under the agreement.

Town of Stratford / Stratford Board of Education shall not be responsible for nor shall Town of Stratford / Stratford Board of Education insure any property of Supplier at Wilcoxson Elementary School premises, if applicable, which is not intended to be incorporated into the work/services.

Subject to any agreement referenced by this Order, Supplier shall indemnify and hold harmless the Additional Insured(s), their principals, agents and employees from any and all claims, damages, losses, and expenses including attorneys fees for injuries to persons and damage to tangible property resulting from the performance of work/services by Supplier, it's agents or employees, or Supplier's subcontractors, and their respective agents or employees. Such indemnification shall also include acts of dishonesty.