



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

BID No. 2015-059

Issued : December 8, 2015

Subject : Auditorium Cleaning at Stratford Academy – Johnson House

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 December 15, 2015, 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Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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.

A pre-bid walk-through will be held at Johnson House, 719 Birdseye St. on December 10 at 4:00pm.

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 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. 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.

Insurance Requirements:

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all

owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect

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.

Scope of Work

The purpose of this bid is to retain a cleaning company to remove the powdery residue and clean all stage and auditorium surfaces of the Stratford Academy Johnson House Auditorium. The powdery residue is the result of a fire extinguisher discharging on the stage and the material being spread throughout the stage and auditorium.

Qualifications:

- Company must specialize in cleaning.
- Company must have a minimum of 5 year's experience in cleaning profession.
- Insurance certificate must be supplied prior to start of work.

Drawings and specifications are attached.

Town of Stratford

BID 2015-059

**Auditorium Cleaning at Stratford Academy – Johnson House
BID SHEET**

Description	Price
Cleaning up to 10 feet high – Base Price	\$ _____
Cleaning above 10 feet high – Alternate Price	\$ _____

We are able to start work _____ days after receipt of Purchase Order.

Submitted by: _____

Company: _____

Address: _____

City,State,Zip: _____

Phone: _____ **Email:** _____

References (at least 3 with name and contact phone number):

Auditorium Cleaning at: Stratford Academy Johnson House

Stratford, CT 06615

LIST OF DRAWINGS

T-1	Title Sheet
SK-1	Cleaning Scope: Floor Plan & Annotated Photos

Revisions

12/4/2015	ISSUED FOR REVIEW
12/8/2015	ISSUED FOR BID

**Geddis
Architects**

Architecture Planning Interiors

71 Old Post Road,
Southport, CT 06890
(203) 256-8700
www.geddisarchitects.com

Project



Auditorium Cleaning at:
Stratford Academy Johnson House
Stratford, CT 06615

Drawing

Title Sheet

Date

12/4/2015

Job No.

6400.1078

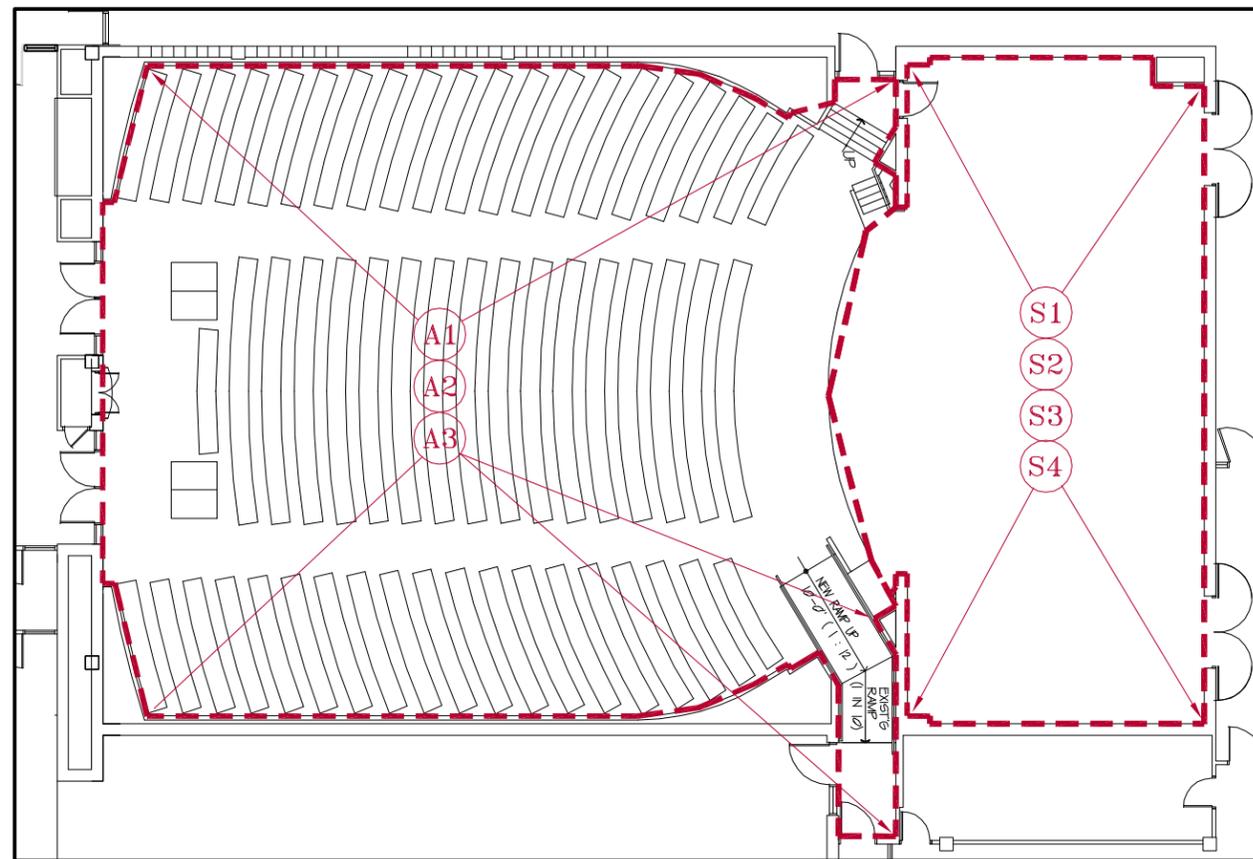
Scale

AS INDICATED

Sheet

T-1

Revisions	
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AUDITORIUM / STAGE FLOOR PLAN

0 4 8 16



ANNOTATED PHOTO - AUDITORIUM

KEY NOTES:

AUDITORIUM AREA

- A1. DUST AND CLEAN ALL WALLS IN AUDITORIUM AREA UP TO 10' ABOVE FINISHED FLOOR.
- A1-ALT1 ALTERNATE #1: DUST AND CLEAN ALL WALLS IN AUDITORIUM AREA UP TO CEILING.
- A2. VACUUM / CLEAN FLOOR SURFACES IN AUDITORIUM. +/-3700 SF
- A3. DUST, CLEAN, AND VACUUM ALL AUDITORIUM UPHOLSTERED SEATS (470 SEATS TOTAL).

STAGE AREA

- S1. DUST AND CLEAN ALL VERTICAL AND HORIZONTAL SURFACES WITHIN STAGE AREA UP TO 10' ABOVE FINISHED FLOOR.
- S1-ALT1 DUST AND CLEAN ALL VERTICAL AND HORIZONTAL SURFACES WITHIN STAGE AREA UP TO CEILING.
- S2. VACUUM / CLEAN FLOOR SURFACES/FURNISHINGS IN STAGE AREA. +/-1650 SF
- S3. DUST, CLEAN, AND VACUUM ALL UPHOLSTERED CHAIRS ON STAGE (65 TOTAL).
- S4. REMOVE AND TURN OVER TO OWNER ALL BLACK STAGE CURTAINS AND DRAPES.



ANNOTATED PHOTO - STAGE

Geddis Architects

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Project



2725 Main Street
Stratford, CT 06614

Auditorium Cleaning at:
Stratford Academy Johnson House
Stratford, CT 06615

Drawing

**Cleaning Scope
Floor Plan /
Annotated Photo**

Date

12/4/2015

Job No.

6400.1078

Scale

AS INDICATED

Sheet

SK-1