

**INVITATION TO BID**  
**ADDITIONS AND RENOVATIONS**  
**WINDSOR FIRE DEPARTMENT & EMS**  
**340 BLOOMFIELD AVENUE**  
**WINDSOR, CT**

Sealed bids for the **Additions and Renovations, Windsor Fire Department & EMS, 340 Bloomfield Avenue, Windsor, CT** addressed to **James Bourke, Finance Director** will be received in the **Finance Office, Town of Windsor, 275 Broad Street, Windsor, CT 06095** on or before **2:00 p.m.** local time on **FRIDAY, JUNE 5, 2020**. Bids will be publicly opened and read aloud. Late bids will be rejected.

A\*(\*\*) **MANDATORY Pre-Bid Walk-Through** will be held on **FRIDAY, MAY 22, 2020**. **TIMES** are as follows:

- For General Contractors ONLY – 9:00 a.m. and 10:30 a.m.
- ANY Major Subcontractor, including Mechanical, Electrical & Plumbing – 1:00 p.m. and 2:00 p.m.

**LOCATION:**

- At the Site, **340 Bloomfield Avenue, Windsor, CT 06095**.

**\*Due to COVID-19 it is essential that all attendees must comply with CDC Guidelines (wear gloves, masks and social distancing). Prior to entering the premises the Owner may check the temperature of every attendee and will be distributing procedural paperwork (health information form relating only to COVID-19) to be filled out by every attendee.**

**\*\*Due to CDC Guidelines compliance, it is essential that Pre-Bid Walk-Through for the General Contractor ONLY to be held in the morning of Friday May 22, 2020. All interested General Contractors must contact Whit Przech, Building and Facilities Manager, Town of Windsor at (860) 841-1486 or e-mail [przech@townofwindsorct.com](mailto:przech@townofwindsorct.com) PRIOR to NOON on WEDNESDAY, May 20, 2020. Five (5) General Contractors will be allowed at a time to attend. Mr. Przech will notify which five (5) can attend and at which time. Same procedure will apply for major subcontractors in the afternoon Walk Through (five [5] at a time). All attendees' names will be distributed in the addenda. Any contractor wishing to walk the site after May 22, 2020 to contact Mr. Przech and make arrangements. CDC Guidelines compliance for the Walk-Through is a must.**

Bidders may obtain complete sets of Bidding Documents online at [advancedrepro.net](http://advancedrepro.net). (**Kaestle Boos Associates, Inc. and Advanced Reprographics** do not guarantee these electronic files and are not responsible for data lost or corrupted.) Go to [www.advancedrepro.net](http://www.advancedrepro.net) and click on "PLANROOM" and select "PUBLIC JOBS." Plans and specifications will be available for viewing and purchasing.

Bidders may obtain hard copies of complete sets of Bidding Documents **after 12:00 p.m. local time on MAY 11, 2020**. Bidding documents will also be made available at **Advanced Reprographics upon a non-refundable payment to be advised at the time of order/pick-up for EACH SET**. Make check payable to **Advance Reprographics**. Addenda will be issued to all Bidders who have secured Drawings and Specifications from Advanced Reprographics. Faxes or emails of Addenda will not be provided by the Architect.

Federal Express orders will only be considered if accompanied by a properly filled out Federal Express form (one form for each set ordered), charging the order to the Contractor's account.

As Security, each Bid must be accompanied by a Certified Check or Cashier's Check drawn upon either a State Bank and Trust Company or a National Banking Association, to the order of the **Town of Windsor**, or the Bid must be accompanied by a Bid Bond having as surety thereto, such Surety Company or Companies as are authorized to do business in the State of Connecticut of an amount not less than **(5%)** of the Bid. NO BID WILL BE ACCEPTED UNLESS ACCOMPANIED BY THE REQUIRED BID DEPOSIT.

Upon award and prior to any work being performed a 100% Performance, Labor and Material Payment Bond and other Bonds subject to the conditions provided for in the Bid Specifications are required. A Certificate of Insurance will also be required naming the **Town of Windsor** as an additional insured.

All Bidders shall refer to *AIA Document A701-2018 – Instructions to Bidders*, Article 4 – Bidding Procedures, paragraph 4.1 “Preparation of Bids.”

All Requests for Information (RFI) are to be emailed to the attention of Nicholas Semyanko at [nsemyanko@kba-architects.com](mailto:nsemyanko@kba-architects.com). RFIs must be received by the Architect by **JUNE 1, 2020, BY END OF DAY**– Last day to receive RFIs.

All Bidders must submit a Contractors Qualification Statement AIA Document A305 with the bid.

Bidders shall not include Federal Excise Taxes or State of Connecticut Sales Taxes on which Public Buildings are exempt.

General Contractors (GC) (*for bids over \$500,000.00*) and subcontractors (*whose contract exceeds \$500,000.00*) must be pre-qualified with the State of Connecticut Department of Administrative Services (DAS). DAS prequalification for General Building Construction Group B is required for the General Contractor. Any bidders not on the pre-qualification list with DAS at the time of the bid opening shall be disqualified from bidding.

All Bidders should make an effort to consider the use of local trade contractors.

Bids must be held firm and may not be withdrawn for sixty (60) days after the bid opening.

The **Town of Windsor** reserves the right to waive any informalities in Bids, to reject any or all Bids, or to accept any proposal that in their judgment will be in the best interest of the Town.

The **Town of Windsor** does not discriminate on the basis of sex, race, age, physical disability, religion or national origin.

The **Town of Windsor** is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

**James Bourke, Finance Director  
Town of Windsor, CT**