

## REQUEST FOR PROPOSAL

### **Oliver Ellsworth Humidity Mitigation 730 Kennedy Rd, Windsor, CT 06095**

1. Notice is hereby given that sealed bids for the **Oliver Ellsworth Humidity Mitigation** project in Windsor, Connecticut will be received at the Finance Department, 2<sup>nd</sup> floor of Town Hall, 275 Broad Street, Windsor, CT 06095 until **Thursday, March 28, 2024 11:00 AM**, as determined by the **Finance Department's clock**, at which time they will be opened in a Town Hall conference room (Room TBD). It is the responsibility of the contractor to be certain that all sealed bids are stamped in at the Finance Department's office by the designated date and time. No Bids will be accepted after said date and time. Signed non-collusion, bid bond, and subcontractors list forms must be completed and included with your bid to be considered.
2. Specification and Bid Packages available via:
  - Advanced Reprographics' Plan Room: <https://www.advancedplanroom.com/jobs/public>
3. Request for Proposal will be posted via:
  - Town of Windsor Website: <https://townofwindsorct.com/bid-list/>
  - State of Connecticut's CTsource Bid Board: <https://portal.ct.gov/DAS/CTSource/BidBoard/>
4. Pre-bid Meeting: There will be a Mandatory pre-bid meeting at the site (Main entrance, assemble in Auditorium) on **Thursday, March 14, 2024 10:00 AM**.
5. **Bid Security**: Bid security payable to the Town of Windsor is required in the amount of five percent (5%) of the base bid proposal, and shall be in the form of a certified check or Bid Bond. Bid Bonds must be AIA Document A310 or comparable legal bond form, issued by a Surety Company licensed in Connecticut. Signed Non-Collusion form by officer must be with bid to be considered.
6. **Drawings and Specifications**: Bidders may obtain hard copies of complete sets of Bidding Documents 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**. Go to <https://advancedrepro.net/> and click on "PLANROOM" at the top of the page. Plans and specifications will be available for viewing and purchasing.
7. **Performance and Payment Bond**: A performance and payment bond in the full amount of the Contract is required, and shall be included in the bid price. AIA Document A311 or comparable legal bond form shall be used as the form for the bond, except that such bond must be consistent with Supplementary Instruction to Bidders.
8. Bidder's attention is particularly called to the requirements as to the conditions of employment to be observed, and Prevailing Wage Rates fully apply to this contract. The bidder must submit certified payrolls throughout the project. **Prevailing Wages Rates Apply**.
9. Bids must be held firm and may not be withdrawn for ninety (90) days after the bid opening.
10. This contract is subject to State of Connecticut contract compliance requirements.
11. The Town of Windsor reserves the right to reject any and all bids or any part thereof, or to waive defects in same, or to accept any proposal, or part thereof, deemed to be in the best interest of the Town of Windsor for whatever reason.
12. The Town of Windsor is An Affirmative Action/Equal Opportunity Employer. Minority/Women business enterprises are encouraged to apply.

Dated at Town of Windsor, CT, February 26, 2024, The Windsor Public Building Commission.