

Town of Madison, Connecticut



**MADISON BOARD OF EDUCATION  
TOWN OF MADISON, CONNECTICUT**

**FACILITIES OFFICE**

William H. McMinn  
*Director of Facilities*



Request for Proposal:  
Maintenance / Repair on Call Services  
For Municipal and School Facilities

Board of Selectmen

First Selectwoman: Peggy Lyons  
Alfred J. Goldberg  
Scott Murphy  
Jennifer Gordon  
Bruce Wilson

Director of Facilities

William H. McMinn

May 10, 2023

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## **Invitation for RFP**

The Town of Madison, Connecticut are seeking SEALED Proposals from interested individuals, firms or management teams to provide maintenance and on call services for municipal and school facilities. Proposals will be received until 2:00 p.m. on June 1, 2023 at the Facilities Department located at Facilities Office, 284 Green Hill Road, Madison, Connecticut 06443, at which time they will be publicly opened and read aloud.

This Request for Proposal (“RFP”) is not a contract offer, and no contract will exist unless and until the Town (District) signs a written contract with interested individuals, firms or management teams. The Town plans to contract with a maintenance / repair on call service for a one-year term, commencing on July 3, 2023 and terminating on June 28, 2024. The contract term can be extended upon the mutual agreement of all parties. This RFP describes the required scope of services, requirements, and minimum information that must be included in the statement of qualifications. Interested parties should submit a statement of qualifications in accordance with the requirements and directions contained in this RFP. Respondents are prohibited from contacting any city or district employee, officer or official concerning this RFP, except as set forth in Inquires, Interpretations and Addenda. A Respondent’s failure to comply with this requirement may result in disqualification.

The Town of Madison reserves the right to waive any informalities, irregularities or defects in proposals, to reject any and all proposals and to accept a proposal that, in its’ sole discretion, is in the best interest of the Town. Questions regarding the project should be addressed to Racquel Stubbs, Office Manager at [stubbsr@madisonct.org](mailto:stubbsr@madisonct.org).

Dated at Madison, Connecticut  
This 10<sup>th</sup> day of May, 2023  
William H. McMinn, Director of Facilities

## **Information for Proposers**

### Background / Overview

The Town of Madison is seeking experienced individuals and firms (management teams) to provide on-call maintenance and repair services for numerous Town affiliated buildings as well as School buildings. See enclosed building information data. The Town of Madison will review proposals and qualifications and anticipates that all services will be on an as-needed or on-call basis. Please note, this is primarily for Town Facilities; the Madison school district may wish to utilize these services but the Town will be the primary user of services.

### Intent of the Contract Documents

Companies must have a minimum of 5 years' experience with a municipality or school facility and will be responsible for providing repair and/or corrective services in order to ensure safe and reliable operations. Services are to be provided on an as needed and requested basis. Services will include project management, lead person or supervisor, carpenter, laborer, electrician, plumber, HVAC and other trades available within your company or outsourcing options; and such staffing must be outlined within this proposal.

Minimum required services:

Project Manager	1
Lead / Supervisor	1
Carpenter	3
Laborer	3
Electricians	2
Plumbers	2
HVAC	2
Engineer or Architect	1

### General Scope of Services

The proposer is responsible for developing the service prices necessary to conform to the contract specifications that are applicable to the services requested. The proposal is to be presented with the total service cost for each site trade or position based on an hourly basis.

### Preparation of Proposals

The Bid Proposal Form, Non-Collusion Bidding Certification, Equal Employment Opportunity Certification, and Statement of Bidder's Qualifications shall constitute a complete proposal submission.

All Proposals must be made on the forms included in the Contract Documents. Proposers shall submit proposals on the copies of all forms required for proposal submission provided, and shall not remove the forms bound in the Contract Documents.

All proposals must be signed by the proposer. All unit prices and lump sum prices requested in the Bid Proposal Form must be filled in, either hand written in ink or type written, in both words and in figures. Changes or revisions to the hand written or type written prices must be explained or noted over the signature of the Bidder.

Each proposal shall be submitted in a sealed opaque envelope, plainly marked on the outside "RFP for Maintenance and On-Call Services". The envelope shall be addressed to the Town of Madison,

Facilities Department, 284 Green Hill Road, Madison, CT 06443 and the Proposer's name and address shall be clearly marked on the outside of the envelope.

If a Proposal is submitted by mail, it shall be enclosed within another envelope and addressed to the Town of Madison at the address given in the Invitation to Bid.

### Contents of Proposal

The proposal should include sections, numbered as follows:

1. **Contact information.** Include the candidate's name and address, and the contact information (name, mailing address, email address, fax number, and telephone number) of the person whom the City should contact regarding the proposal.
2. **Legal Status of the Candidate and Signers.** State the full, exact name of the candidate. State whether the candidate is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. State the names and titles of the individuals who will sign the contract with the City.
3. **Qualifications, References, and Licenses.** This part should include the candidate's experience on similar projects and include references and how to contact them. List the candidate's current licenses that are pertinent to this project.
  - a) The size, stability, and capacity of Proposer's organization, including, at a minimum, an identification of total number of years in operation, number of employees in the office location which is intended to provide the services described in the Scope of Services, and a description of Proposers' shop and storage facilities intended to support the City.
  - b) An identification of the Proposer's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFP, including an identification of the number of years' Proposer has been performing similar services; and the most recent projects for which the Proposer has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
4. **Project Team, Location of Work, and Subcontracting.** State the names and qualifications of the individuals who will have responsibility for this project.
5. **Methods and Procedures.**
6. **Compensation.** Explain the entire compensation arrangement that you propose. (Compensation Amount and Schedule)
7. **Signed Non-collusion**

### Inquires, Interpretations and Addenda

All questions about the meaning of the intent of the Contract Documents shall be submitted to the Town of Madison in writing or via email to Racquel Stubbs, stubbsr@madisonct.org by May 23,

2023. Any interpretations of questions so raised, which in the opinion of the Town require interpretations, will be issued by Addenda via website ([www.madisonct.org/RFP](http://www.madisonct.org/RFP)) not later than three (3) business days prior to the date fixed for the opening of Bids. The Town will not be responsible for oral interpretations or clarifications which anyone presumes to make on its behalf.

The Town may issue such additional Addenda as may be necessary to clarify, correct or change the Contract Documents. Such Addenda, if any, will be issued in the manner and within the time period stated in the paragraph above. The Bidder must acknowledge receipt of each Addendum, if any, in the space provided on the Bid Proposal Form.

The Town may issue such additional Addenda as may be necessary to clarify, correct or change the Contract Documents. Such Addenda, if any, will be issued in the manner and within the time period stated in the paragraph above.

The Bidder must acknowledge receipt of each Addendum, if any, in the space provided on the Bid Proposal Form.

#### Contract

The Town of Madison anticipates that at the conclusion of the RFP process will be a contract between the District and the successful candidate under which the successful candidate will provide the goods and services generally described in this RFP. It is the Town's intention to use this contract that is attached, modified and filled in to reflect the RFP and the proposal. If a candidate objects to any of the contract, it should state the objections in its proposal.

#### Receipt and Opening of Proposals

Sealed Proposals for this request will be received by the Town of Madison until the date and time, and at the place indicated in the Invitation to Bid.

On the date, and at the time and place indicated in the Invitation for RFP, the Town will publicly opened and read aloud, every proposal received within the time set for receiving proposals.

#### Withdrawal of Proposals

Proposals may be withdrawn by request of the Proposer, by written or telegraphic authorization only, received by the Town of Madison prior to the time indicated for opening of Proposals. Proposals withdrawn in accordance with the foregoing conditions shall be returned un-opened to the Proposer.

#### Rejection of Proposals

The Town of Madison reserves the right to reject any or all proposals, should this be deemed, in its sole discretion, to be in the best interest of the Town to do so.

Proposals not prepared and submitted in accordance with the provisions of the Information for Proposals which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected as informal.

The Town of Madison reserves the right to reject any proposal in which the prices appear, in the judgment of the Town, to constitute and unbalanced proposal. Unbalanced prices shall be interpreted to mean that the unit price for any item is such that it is unreasonable for that particular item when considered in connection with the proposal submitted, or any other item or items.

### Errors in Proposals

In the event of a discrepancy between any unit prices and the extended totals, the unit prices shall govern. In the event of a discrepancy between any unit prices and/or lump sum prices written in words and written in figures, the unit prices and/or lump sum prices written in words shall govern. In the case of an error in the Proposer's extended summation, the computed correct extended summation by the Town of Madison shall govern.

### Qualifications of Proposers

Proposers shall be experienced in the kind of Work to be performed, shall have the necessary equipment therefore, and shall possess sufficient capital to properly execute the Work within the time allowed. Proposals received from proposers who have previously failed to complete Work within the time required, or who have previously performed similar Work in an unsatisfactory manner, may be rejected. A proposal may be rejected if a proposer cannot show that he has the necessary ability, plant and equipment to commence the Work at the time prescribed and thereafter to prosecute and complete the Work at the rate or within the time specified. A proposal may be rejected if proposers is already obligated for the performance of other Work which would delay the commencement, prosecution or completion of the Work required under the Contract.

As evidence of his competency to perform the Work, proposer shall complete and submit with his proposal the Statement of Proposer's Qualifications which is included in the Contract Documents. Apparent low proposers may be asked to furnish additional data to demonstrate competency to perform the Work.

Subcontractors shall have documented proof of experience in successfully completed projects of a similar nature as the work of this Contract. If the proposer intends to use a subcontractor(s) to meet these requirements, documented proof of the subcontractor's experience shall be included with the proposers' proposal.

Each proposal must contain evidence of the Proposer's qualification to do business in the State of Connecticut or covenant to obtain such qualification prior to execution of the Agreement. The Town may make such investigations as it deems necessary to determine the ability of the Proposer to perform the Work and the Proposer shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any proposal if the evidence submitted by, or investigation of such Proposer fails to satisfy the Town that such Proposer is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.

### State Taxes

The Contractor is advised that, in accordance with the provisions of Connecticut Special Act No. 77-98 as amended by Special Act No. 78-24, Special Act No. 84-46, Special Act No. 99-12 and Connecticut Public Act No. 02-85, and Section 12-412(a) of the Connecticut General Statutes, sales of tangible personal property and services to the Town are not subject to the Connecticut sales and use tax. Accordingly, such tax shall not be included in the Bid.

The Contractor is also advised that provisions of Connecticut House Bill No. 5021 and Public Act No. 78-322, mandate an exemption from tax in the purchases of motor fuel for the purpose of performing contractual services for a political subdivision of the State. Accordingly, such tax shall not be included in the Proposal.

The Contractor is further advised that Connecticut Public Act No. 03-147, as amended, puts certain responsibilities on parties that enter into agreements with non-resident Contractors. Any Proposer which is a “non-resident contractor” as that term is defined in Public Act No. 03-147 shall be required to file a Bond with the Connecticut Department of Revenue Services to ensure compliance with the act.

Each Bidder and the Contractor shall thoroughly familiarize himself with all laws, ordinances, regulations and rules requiring the payment of taxes, and each Bidder and the Contractor are responsible for checking with the State of Connecticut on items that may or may not be exempt and the steps which should be taken to obtain such exemption.

Each Bidder and the Contractor shall consult with his own counsel with respect to the applicability of all taxes.

Appropriate exemption certificate(s) will be furnished to the Contractor by the Town of Madison upon request.

Insurance

The Contractor to whom the Contract is awarded shall procure and maintain at his own expense, insurance of the types and in the amounts as set forth herein. Certificates of Insurance satisfactory to the Town of Madison, shall be provided to the Town and shall name the Town of Madison as an additional insured party.

A. Liability Insurance

The Contractor shall procure and maintain at his own expense, comprehensive general liability insurance, comprehensive automobile liability insurance and comprehensive catastrophe liability insurance. All insurance shall be carried with insurers authorized to do business in the State of Connecticut and evidence of insurance, with adequate limits of liability, shall be furnished to the Town of Madison. Such evidence shall be in the form of a formal certificate of insurance properly executed by a licensed representative of the participating insurers and must contain a clause granting at least thirty (30) days prior written notice to the Town of Madison of intent to affect cancellation, non-renewal, or other material change which may have an adverse effect on the policies of insurance referred to in the certificate. The interests of the Town of Madison must be added to the aforementioned liability policies of insurance as an additional insured.

Minimum Coverage and Limits of Liability Required:

For comprehensive general liability insurance and comprehensive automobile liability insurance, the combined single limit of liability as respects bodily injury, personal injury and property damage liability shall be as follows:

Comprehensive General Liability	Each Occurrence	Aggregate
	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability	Any One Accident	
	\$1,000,000	
Professional Liability Insurance	Each Occurrence	
	\$1,000,000	



#### B. Worker's Compensation Insurance

The Contractor shall procure and maintain at his own expense, worker's compensation insurance as required by the appropriate worker's compensation law or act. The policy shall be written in accordance with the statutory provisions of the State of Connecticut, and shall include a broad form "all states" endorsement in the event the operations require any interstate involvement as respects employers-employee relationship.

#### C. Builder's Risk Insurance

The Contractor will not be required to provide builder's risk insurance.

#### D. Additional Requirements

The Contractor must require that all subcontractors, agents and assigns procure and maintain insurance protection comparable to that required of the Contractor. The Contractor shall not commence Work under the Contract until all insurance required has been procured and approved by the Town of Madison, nor shall the Contractor allow any of its subcontractors to commence Work until comparable insurance has been procured and approved by the Town of Madison.

The Contractor shall, at its own expense, assume all responsibility for equipment and other property to be installed until such equipment or other property is approved and accepted by the Town. The Contractor shall also assume full responsibility for his and his employees own tools and equipment as well as for those tools and equipment of his subcontractors and their employees.

#### Award of Contract

Subject to the rights hereinafter reserved, the Contract for the Work will be awarded within sixty-five (65) successive calendar days after the opening of bids, unless the Town of Madison requests, and the Bidder agrees, to an extension of the period for award stated herein.

#### Notice to Proceed

The Notice to Proceed shall be issued concurrently with the Award of Contract by the Town of Madison.

#### Subcontracts

The Contractor shall perform with his own organization and with the assistance of workmen under his immediate superintendence, work amounting to not less than seventy-five percent (75%) of the original total Contract Price for the Project.

#### Compliance with Laws, Regulations, Codes and Ordinances

The Bidder's attention is directed to the fact that all applicable federal, state and local laws, regulations, codes and ordinances of all authorities having jurisdiction over the Work shall apply to the Contract and are deemed to be included in the Contract Documents.

#### Non-discrimination and Equal Employment Opportunity

The Contract Documents provide that the Contractor and his subcontractors shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, age, sexual orientation, marital status or physical disability. The successful Bidder shall comply with all applicable federal and state laws regarding non-discrimination.

### Permits

All federal, state and local laws, codes, and regulations regarding permits shall be adhered to in connection with the prosecution of the Work and all such permits shall be obtained by the Contractor at no additional cost to the Town.

### Hours of Operation

The Contractor shall limit his hours of operations to Monday through Saturday between the hours of 7:00 a.m. and 4:00 p.m. local time. Additional hours will be required for emergency needs.

### Inspection of the Work

The Contractor shall provide at all times proper facilities for access to and inspection of the Work by the Town and/or its' representatives.

### Guaranty

The Contractor shall guarantee that the Work to be performed under the Contract, and all workmanship, materials and equipment performed, furnished, used or installed shall be free from defects and flaws, and shall be performed and furnished in accordance with the Contract Documents.

This guarantee period shall be for one (1) year from and after the date of completion and acceptance of the Work by the Town.

If at any time during the guarantee period, any part of the Work requires, repair, correction or replacement, the Town may notify the Contractor in writing to make the required repairs, corrections or replacements.

## Proposal Form

Town of Madison  
 Facilities Department  
 284 Green Hill Road  
 Madison, Connecticut 06443

Proposal of \_\_\_\_\_, (hereinafter called "Proposer"),  
 organized and existing under the laws of the State of \_\_\_\_\_, doing  
 business as a(n) \_\_\_\_\_.

To: The Town of Madison, Connecticut, (hereinafter called "Owner").

For: Maintenance and On- Call Services

**Labor Hourly Rates.** Provide rates for all applicable labor classifications. Labor hourly rates shall be inclusive of all charges including, but not limited to, equipment (if not specified otherwise), travel, basic tools required of the trade (for example hand tools such as hammers, saws, drills, nail guns, etc., and ladders, vacuums, fans, etc.), standard materials packages and expendables. The Contractor shall limit his hours of operations to Monday through Saturday between the hours of 7:00 a.m. and 4:00 p.m. local time. Provide rates for after hours, holiday and weekend work.

Labor	Regular Hours	OT/ Weekend / Holiday Hours
Project Manager		
Lead / Supervisor		
Carpenter		
Laborer		
Electricians		
Plumbers		
HVAC Tech		
Engineer or architect		

**Provide a fixed markup, if any, for materials based on wholesale cost: %**

**Equipment/Operator Rates.** The following specific equipment shall be available when applicable and shall be priced individually per event usage as appropriate (for example moving services). In addition to the operator, rates shall be inclusive of all charges including, but not limited to, transportation or trip charges, small materials packages and expendables. The Contractor shall limit his hours of operations to Monday through Saturday between the hours of 7:00 a.m. and 4:00 p.m. local time. Provide rates for after hours, holiday and weekend work. Fuel surcharges will not be allowed.

Equipment/Vehicle (specify types of equipment and vehicles & number available)	Equip Usage Rate (if applicable)	OT/Weekend/ Holiday Hours

**Other Equipment/Service.**

**Rate**

- 1 Markup Percentage for Rented Equipment (non-owned) % .
- 2 Discount Payment Terms, if applicable

Bidder acknowledges the receipt of the following Addenda and agrees to be bound by all Addenda whether or not listed herein.

Addendum No.	Date	Date Received
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___

The following documents are attached to and made a condition of this Proposal:

- Non-Collusion Bidding Certification
- Equal Employment Opportunity Certification
- Bid Security (Bid Bond)
- Statement of Bidder's Qualification

Date:

Bidder:

---

By:

Seal

(Signature)  
(if Bid is by a Corporation)

Title: \_\_\_\_\_

---

(Street Address)

---

(City, State, Zip Code)

---

(Business Telephone Number)

---

(Business Facsimile Number)

STATE OF  
}

} ss:

COUNTY OF  
}

\_\_\_\_\_, the signer of the above Bid, being duly sworn, says that the several matters stated therein are in all respects true to the knowledge of the deponent.

Sworn to and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

My Commission expires \_\_\_\_\_



### Equal Employment Opportunity Certification

This certification is required pursuant to Executive Order No. 3. The implementing rules and regulations provide that any Bidder or prospective Contractor, or any of their proposed Contractors, shall state as an initial part of the Bid or negotiations of the Contract, whether it has participated in any previous Contract or Subcontract subject to the equal employment opportunity clause, and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the Bidder has not filed a compliance report due under applicable instructions, such Bidder shall be required to submit a compliance report within seven (7) calendar days after the Bid opening. No Contract shall be awarded unless such report is submitted.

Bidder:

Bidder's Address:

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Bidder has participated in a previous Contract or Subcontract subject to the Equal Employment Opportunity Clause.

Yes  No If answer is "Yes", identify most recent Contract

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Compliance reports were required to be filed in connection with such Contract or subcontract.

Yes  No If answer is "Yes", identify most recent Contract

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Bidder has filed all compliance reports due under applicable instructions, including SF-100.

Yes  No  None Required  
If answer to item No. 3 is "No", please explain in detail on the reverse side of this certification.

Certification:



The information given above is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Printed or Typed Name of Bidder)

\_\_\_\_\_  
(Title)

Know all men by these presents, that we, the undersigned,

\_\_\_\_\_  
(Name of Contractor)

a(n) \_\_\_\_\_, hereinafter called the "Principal"  
(Type of Organization)

and \_\_\_\_\_  
(Name of Surety)

hereinafter called "Surety", are held and firmly bound unto the Town of Madison, Connecticut,

hereinafter called "Owner", in the penal sum of \_\_\_\_\_ dollars

(\$ \_\_\_\_\_) in lawful money of the United States, for payment of which sum, well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such that whereas the Principal has submitted to the Town of Madison, Connecticut a certain Bid, attached hereto and made a part hereof, to enter into a Contract in writing for the construction of:

\_\_\_\_\_  
\_\_\_\_\_

Now therefore,

if said Bid shall be rejected, or

if said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form attached hereto and shall furnish a Bond for his faithful performance of said Contract and for the payment of all persons performing labor or furnishing material in connection therewith, and shall

in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in full force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The Surety for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired by any extension of time within which the Owner may accept such Bid, and said Surety does hereby waive notice of any such extension.  
In witness whereof, the Principal and the Surety have executed this instrument under their several hands and seals.

Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety)

**Statement of Proposers Qualifications**

(Completion of this statement is required in advance of consideration of the award of Contract)  
(Attach additional sheets as needed)

Submitted To:

Town of Madison  
Facilities Department  
284 Green Hill Road  
Madison, Connecticut 06443

Project Submitted For:

Maintenance and On-Call Services

Submitted By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many years has your organization been in business as a Contractor?

How many years has your organization been in business under its present name?

Under what other former names has your business operated?

If your organization is a corporation, answer the following:

Date of incorporation:

State of incorporation:

President's name:

Vice-President's name:

Secretary or Clerk's name

Treasurer's name:

If your organization is a partnership, answer the following:

Date of organization: \_\_\_\_\_

Type of partnership: \_\_\_\_\_

Name(s) of general partners: \_\_\_\_\_

If your organization is individually owned, answer the following:

Date of organization: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

If the form of your organization is other than those listed above, describe organization and name the principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the percentage of Work normally performed with your own forces:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any construction Contract to which you have been a party been terminated by the Owner, have you ever terminated Work on a Project prior to its completion for any reason, has any surety which issued a Performance Bond or Payment (Labor and Material) Bond on your behalf ever completed the Work in its own name, financed such completion on your behalf, has any Surety expended any monies in connection with a Contract for which they furnished a Bond on your behalf, has your Bid Surety ever been forfeited? If the answer to any portion of this question is yes, please furnish the details of all such occurrences.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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List name of Project, Owner, Architect or Engineer, Contract amount, percent complete and scheduled completion of construction Projects your organization has in progress on this date:

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List names of Project, Owner, Architect or Engineer, Contract amount, date of completion and percent of Work with your own forces of the major Projects of the same general nature as this Project which your organization has completed in the past five years:

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List the names, addresses and telephone numbers of references, including an Owner, design professional and any Surety, for each Project listed under items 8 and 9 above:

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List the construction experience of the principal individuals and supervisory personnel of your organization:

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List the States and categories of construction in which your organization is legally qualified to do business:

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List the name, address and telephone number of an individual who represents the following and whom the Owner may contact for a financial reference:

Surety:

---

---

Bank:

---

---

Major Material Supplier:

---

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The undersigned agrees, if determined to be the lowest responsive Bidder, and if requested by the Owner, to submit a current financial statement and to furnish any other information in verification of this Statement of Bidders Qualifications within five (5) days of the Bid opening date.

By my signature below, I hereby attest that the information provided above is complete to the best of my knowledge and belief. Also by my signature below, I acknowledge that falsified, incomplete or inaccurate information supplied above may at the option of the Owner, be reason for the rejection of my Bid.

Dated at \_\_\_\_\_, this day of \_\_\_\_\_ 20\_\_ .

Bidder:

\_\_\_\_\_

Seal

(if Bid is by a Corporation)

By:  
(Signature)

Title:

Sworn to and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ in  
the County of \_\_\_\_\_, State of \_\_\_\_\_ .

\_\_\_\_\_  
Notary Public

(Seal)

My Commission expires \_\_\_\_\_

**Notice of Award**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description:

\_\_\_\_\_

The Town of Madison, Connecticut has considered the Bid submitted by you for the above described Project in response to its Invitation to Bid dated \_\_\_\_\_, 20\_\_ .

You are hereby notified that your Bid has been accepted for items in the amount of \$ \_\_\_\_\_ .

You are required by the Information for Bidders to execute the Agreement and furnish the required Payment Bond, Performance Bond and Certificates of Insurance within ten (10) successive calendar days from the date this Notice of Award is delivered to you.

You are required to return an acknowledged copy of this Notice of Award to the Town.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

The Town of Madison, Connecticut  
Owner

By: \_\_\_\_\_

Title: \_\_\_\_\_

Receipt of this Notice of Award is hereby acknowledged.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .



## Agreement

This Agreement, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , by and between the Town of Madison, a municipal corporation in the county of New Haven and the State of Connecticut, (hereinafter called "Owner") and \_\_\_\_\_, doing business as a(n) \_\_\_\_\_, (hereinafter called "Contractor") organized and existing under the laws of the State of \_\_\_\_\_.

Witnesseth:

That for and in consideration of the payments and agreements hereinafter mentioned:

The Contractor will commence and complete the Work of the following Project in accordance with the Contract Documents:

\_\_\_\_\_

The Contractor will furnish all the labor, material, tools, equipment, temporary facilities and controls and all else necessary for the construction and completion of the Project described herein, except for materials or Work specifically indicated in the Contract Documents to be provided by the Owner.

The Contractor will commence the Work required by the Contract Documents within seven (7) successive calendar days after the date of the Notice to Proceed. The Contractor will complete the Work required by the Contract Documents within sixty (60) successive calendar days after the commencement date established in the Notice to Proceed.

The Contractor agrees to perform all of the Work described in the Contract Documents for the sums arrived at by multiplying the unit prices and the lump sum prices of the respective items in the Schedule of Base Bid Prices in the Bid Proposal Form by the total quantities of the items completed and accepted, subject to additions and deductions as provided in the General Conditions.

The term Contract Documents means and includes the following:

- Invitation for RFP
- Information for Proposers
- Bid Proposal Form
- Non-Collusion Bidding Certification
- Equal Employment Opportunity Certification
- Statement of Bidder's Qualifications
- Notice of Award Form
- Agreement Form
- Notice to Proceed Form

Addenda as herein enumerated:

No. \_\_\_\_ dated \_\_\_\_\_, 20\_\_.

No. \_\_\_\_ dated \_\_\_\_\_, 20\_\_.

No. \_\_\_\_ dated \_\_\_\_\_, 20\_\_.

No. \_\_\_\_ dated \_\_\_\_\_, 20\_\_.

No. \_\_\_\_ dated \_\_\_\_\_, 20\_\_.

No. \_\_\_\_ dated \_\_\_\_\_, 20\_\_.

The Owner will pay to the Contractor, in the manner and at such times as set forth in the General Conditions, such amounts as required by the Contract Documents.

This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

In witness whereof, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in four (4) counterparts, each of which shall be deemed an original, on the date first above written.

Owner: The Town of Madison, Connecticut

By: \_\_\_\_\_  
(Signature)

Name: Peggy Lyons, First Selectwoman

Seal

Attest:

(Signature)

Name:  
(Please Type)

Contractor:

By:  
(Signature)

Name:

Title:

Attest:  
(Signature)

Name:  
(Please Type)

**Notice to Proceed**

Acknowledgement of Owner

STATE OF  
}

} ss:

COUNTY OF  
}

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , before me personally came Peggy Lyons, to me known, who being by me duly sworn, did depose and say that she is the First Selectwoman of the Town of Madison, Connecticut which executed the above instrument, that she knows the seal of the Town of Madison, Connecticut, that the seal affixed to said instrument is such Town Seal, that it was affixed by order of the Board of Selectmen and that she signed her name thereto by like order.

\_\_\_\_\_  
Notary Public

(Seal)

My Commission expires \_\_\_\_\_

Acknowledgement of Contractor

STATE OF  
}

} ss:

COUNTY OF  
}

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally came

\_\_\_\_\_, to me known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same as his free act and deed.

\_\_\_\_\_  
Notary Public

(Seal)

My Commission expires \_\_\_\_\_

### Building Information Data

Building	Year/Renovations	Original Building Sq-Ft	Addition (Year)	Sq-Ft Added	Total Sq-Ft
Town Campus office building	1994	22,600			21,933
Campus Garage					2,664
Arts Barn	1994	12,240			12,240
Town Campus Gym	1994	12,394			12,394
Police	2000	15,000			14,326
Memorial Town Hall	1997	9,000			8,676
Youth & Family Services	1997	1,764			2,434
Visitor Center					882
Academy 1884	1920/21	24,509	1938	16,616	41,125
Senior Center	12/5/11				14,109
Ambulance Garage	08/2011				6,065
Town Garage (Highway Garage)		3864	2011	5850	9,714
Surf Club Main Bld.					6,356
Garvan Point Bathroom					504
Surf Club Garage					1,920
Surf Club Boat House					280
Strong Field Bld. - 2 new building need areas					
East Wharf Bathroom					220
East Wharf Gazebo					900
West Wharf Bathroom					144
Bauer Farm Classroom					750
Bauer Farm House					2,272
Bauer Farm Barn - need area of barn					
Jaycee Concession					432
Jaycee Pump House					78
					<b><u>160,418</u></b>