NEW CANAAN PUBLIC SCHOOLS  
39 LOCUST AVENUE  
NEW CANAAN, CT 06840  
203-594-4000

SPECIFICATION COVER SHEET  
REQUEST FOR PROPOSAL #2019-16  
DRAINAGE PROJECT – EAST SCHOOL

VENDOR MUST ENCLOSE THREE COPIES OF THIS SPECIFICATION COVER SHEET  
and THREE COPIES OF THE SPECIFICATIONS PRICING SHEETS WHEN RESPONDING  
TO THIS REQUEST FOR PROPOSAL (RFP)

The NEW CANAAN PUBLIC SCHOOLS reserves the right to reject any and all proposals, or separate parts  
thereof, requested herein before. Stated brands are required; no substitutes accepted. When a vendor fails to so  
identify a proposed substitution, it will be assumed that he is proposing the exact item requested. The NEW  
CANAAN PUBLIC SCHOOLS is exempt from the payment of Federal Excise Taxes and Connecticut Sales and  
Use Tax according to State Statute. Such taxes must not be included in bid prices nor added to any items specified.

INSTRUCTIONS ON RFP DEADLINES AND REQUIREMENTS:

NAME OF RFP:  
DRAINAGE PROJECT – EAST SCHOOL

TYPE OF RFP:  
Sealed Proposal  
QUOTATION #:  
2019-16

RFP CLOSURE DATE: Received Until:  
DATE: August 22, 2019  TIME: 3:00 PM

LOCATION TO FORWARD RFPs:  
Jo-Ann Keating, Director of Finance and Operations  
NEW CANAAN PUBLIC SCHOOLS  
39 LOCUST AVENUE  
NEW CANAAN, CT 06840

RFP SECURITY:  
RFP Security Required 5%  
RFP Security Not Required ______

PREVAILING WAGE:  
Required ______  
Not Required X

FORMS TO COMPLETE RFP: Submit three copies of all required documentation in a sealed envelope.

Identify Name of RFP on Envelope:

RFP #2019-16  
DRAINAGE PROJECT – EAST SCHOOL

Only fully completed RFP packages will be accepted. The following details describe fully completed RFP packages:

Base Proposal

- Proposal Sheet
- Schedule of Project: Schedule of installation, completion and inspection
- Appendix A – Insurance Procedure Form
NEW CANAAN PUBLIC SCHOOLS
INVITATION TO SUBMIT PROPOSAL

New Canaan Public Schools (NCPS) invites proposals from qualified companies for Drainage Project - East School.

Sealed proposals will be received at the New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840 until August 22, 2019 at 3:00 pm, EST, at which time they will be opened publicly and read aloud.

The contractor selected for the above project(s) shall be required to enter into a contract with the NCPS. Such contract shall require the posting of performance and payment bonds, the submittal of insurance certificates and the compliance with Federal, State and Local Laws and ordinances. Proposal surety in the form of a bank check, bid bond or certified check in the amount of five percent (5%) of the total RFP price must be submitted with each proposal.

The Request for Proposal (RFP) is available online at www.ncps-kl2.org.

Three (3) copies of the submitted qualifications and proposals are to be placed in a sealed envelope and addressed to Jo-Ann Keating, Director of Finance & Operations, New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The New Canaan Public Schools reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of New Canaan Public Schools.

Jo-Ann Keating, Director of Finance and Operations
New Canaan Public Schools
PROJECT SHALL START UPON AWARD OF CONTRACT.

I have read and understand the RFP requirement of this RFP specification included for my review herein:

__________________________  ______________________
Signature of Company Representative  Date

TYPED NAME AND

TITLE: ______________________

COMPANY: ______________________

ADDRESS: ______________________

TOWN: ______________________  STATE: __________  ZIP: __________

TELEPHONE NUMBER: ______________________  FAX: ______________________

CELL NUMBER: ______________________

EMAIL ADDRESS: (Please print clearly or attach business card):

__________________________  ______________________
NEW CANAAN PUBLIC SCHOOLS  
Jo-Ann Keating  
Office of Director of Finance and Operations  
39 LOCUST AVENUE  
NEW CANAAN, CT  06840  
203-594-4025

REQUEST FOR PROPOSAL  
RFP #2019-16  
Drainage Project – East School

Notice is hereby given that sealed RFPs on the following will be received at the Office of the Director of Finance and Operations until:

3:00 PM, August 22, 2019

at which time they will be publicly opened and read aloud:

RFP #2019-16  
Drainage Project – East School

The Board of Education reserves the right to reject any and all proposals, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education and/or the Town of New Canaan.

Questions regarding this bid should be directed to Daniel Clarke, Director of Facilities, at 203-822-3162.
NEW CANAAN PUBLIC SCHOOLS

REQUEST FOR PROPOSALS
Contractor Services Associated with:

RFP #2019-16 DRAINAGE PROJECT – EAST SCHOOL
NEW CANAAN, CT

GENERAL

New Canaan Public Schools (NCPS) solicits proposals from LICENSED CONTRACTORS to perform DRAINAGE PROJECT AT EAST SCHOOL, NEW CANAAN, CT.

Furnish all materials, equipment, and labor related to project specifications. Work is to be scheduled as stated on top of page 3.

SCOPE OF WORK

The scope of work, without limiting the generality thereof, consists of furnishing all labor, material, equipment necessary to complete the project as indicated as specified.

PROPOSAL AND SUBMITTAL PROVISIONS

Proposal price is to be complete turnkey price.

THE PROPOSALS SHALL INCLUDE:

1. Vendors will submit three (3) sets of their sealed proposal on enclosed PROPOSAL SHEET.
2. Vendors will submit three (3) sets of their qualifications to include:
   a. A firm background or profile
   b. A statement of experience
   c. A statement of staff availability with their experiences and backgrounds. (Ensure that the Project Manager assigned to the job has knowledge of this proposal and is qualified by the membrane manufacturers to direct the effort.)
   d. A list of any and all proposed subcontractors to be utilized on the project.
   e. A projected time schedule of the work. It is expected that the work will be completed by September 30, 2019.
3. Project security payable to the New Canaan Public Schools in the form of a certified check or payment bond is required for five percent (5%) of the amount bid, issued by an acceptable surety on AIA document A311 or comparable legal bond form, and must accompany each proposal.
4. The successful vendor shall provide using AIA documentation forms for the following; Contract, Performance, and Payment bond within ten days of notification of project award.
5. The successful Contractor shall be required to provide a one (1) year contractor’s labor and materials warranty.
SUBMISSION REQUIREMENTS

Respondents shall submit three (3) sets of their proposal. Proposals will be received at New Canaan Public Schools, 39 Locust Avenue, 3rd Floor, New Canaan, CT 06840, ATTN: Jo-Ann Keating, Director of Finance & Operations, until August 22, 2019, 3:00 pm, at which time they will be opened and publicly read aloud. No fax or email submissions will be accepted.

Jo-Ann Keating
Director of Finance & Operations
New Canaan Public Schools
39 Locust Avenue, 3rd Floor
New Canaan, CT 06840

Questions regarding this RFP may be directed to Daniel Clarke, Director of Facilities, at 203-822-3162.

A mandatory Pre-Bid Meeting is scheduled for Thursday, August 15, 2019 at 1:30 PM at East School, 54 Little Brook Road, New Canaan, CT.

All proposals must be signed by an Officer of the Company.

The following items are attached:
Terms and Conditions
Proposal Sheet
SPECIFICATIONS

RFP #2019-16
DRAINAGE PROJECT – EAST SCHOOL

Due on or before August 22, 2019, 3:00 pm at the office of:

Jo-Ann Keating
Director of Finance and Operations
NEW CANAAN PUBLIC SCHOOLS
39 LOCUST AVENUE, 3rd Floor
NEW CANAAN, CT 06840

Sealed proposals will be received by the Business Department of the New Canaan PUBLIC SCHOOLS of the Town of New Canaan, Connecticut until August 22, 2019 at 3:00 pm. Each proposal should be clearly marked (example) "RFP #2019-16 – DRAINAGE PROJECT – EAST SCHOOL". Specifications, instructions and proposal forms may be obtained at the above address. Faxed copies of the proposal will not be accepted.

CONDITIONS FOR SUBMITTING PROPOSALS

1. The Board of Education reserves the right to reject any proposal if it is deemed to be in the best interests of the Town of New Canaan, Connecticut, New Canaan Public Schools and its students.

2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services being proposed. In addition, the Board of Education reserves the right to award this project as a package in conjunction with other proposals for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.

3. The submission of a proposal shall be conclusive evidence that the vendor has satisfied himself as to the requirements of the RFP specifications and any controlling conditions which may exist.

4. Vendors may not withdraw their proposal for a period of 120 days from the date of RFP opening. The Board of Education and the vendor may mutually agree to extend the time limit.

5. In determining the ranking of responsible vendors, the Board of Education may consider, in addition to price, the quality, availability and type of items, the experience of the vendor, the sufficiency of the financial resources of the vendor and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future service/supplies/equipment.

6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.
7. All proposal prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your proposal. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.

8. The Board of Education of the Town of New Canaan supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective bidders submit identical tie bids, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a proposal received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the proposal package by the vendor along with other proposal documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of New Canaan regarding proposal procedures.

9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the specification sheets. To have alternates considered, complete specifications must be provided and catalogues describing the product must accompany the bid. The New Canaan Public Schools reserves the right to request equipment samples on specific items.

10. **SUBSTITUTIONS:** No substitutions

    The New Canaan Public Schools reserves the right to request equipment samples on specific items.

11. **FORM AND STYLE OF PROPOSAL:** All blanks on the Proposal Sheet, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.

12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official proposal or quotation specification sheets. All such warranties shall inure to the benefit of the Board.

13. **INSURANCE REQUIREMENTS:** The successful vendor will be required to purchase from and maintain, for the life of the contract, in a company or companies with an A.M/Best rating of A- (VII) or better, such insurance as will protect the Board of Education from claims set forth below which may arise out of or result from the vendor’s obligation under the Contract, whether such obligation is the vendor’s or a subcontractor or any person or entity directly or indirectly

14. **WORKER’S COMPENSATION:**

    Vendor shall provide workers compensation insurance required by law with employer’s liability limits for at least the amounts of liability for bodily injury by accident of $500,000 each accident and bodily injury by disease of $500,000.
15. **Commercial General Liability Insurance:**
Vendor shall provide commercial general liability insurance policy with an edition of 1986 or later including products and complete operations. Limits should be at least: Bodily injury and property with an occurrence limit of $1,000,000; Personal & advertising injury limit of $1,000,000 per occurrence; General aggregate limit of $2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of $2,000,000. Coverage will continue three years after the completion of the work.

- The policy shall name the New Canaan Public Schools as an additional insured and include ISO Form CG2010 (07/04) and CG 2037 (07/04).
- Such coverage will be provided on an occurrence basis, and will be primary, and shall not contribute in any way to any insurance or self-insured retention carried by the Board of Education.
- The policy shall contain a waiver of liability in favor of the Board of Education.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract.
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to approval by the Board of Education.

16. **Commercial Automobile Insurance:**
Vendor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of $1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Board of Education as an additional insured.

17. **Umbrella Liability Insurance:**
Vendor shall provide an umbrella or excess liability policy (without restriction or limitation). Such policy shall contain limits of liability in the amount of $5,000,000 each occurrence and $5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board of Education certificates of insurance prior to execution of the agreement by the Board of Education describing said coverage.

18. **QUESTIONS:** For questions regarding the proposal process, contact Jo-Ann Keating, Director of Finance and Operations, at (203) 594-4025.

For questions regarding the project, contact Daniel Clarke, Director of Facilities, at 203-822-3162.
NOTE: By submitting a proposal for this contract the vendor agrees that any or all past clients may be contacted by the New Canaan School District. The vendors quoting on this contract also agree to release and discharge by quoting on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquitted and forever discharge the New Canaan School System, its Board of Education and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the New Canaan School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.
DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.

2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.

3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.

4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.

6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: ___________________________ Date: _______________________

Print Name: ___________________________

Company: ___________________________
Appendix A
INSURANCE PROCEDURE
NEW CANAAN PUBLIC SCHOOLS
NEW CANAAN, CT

PLEASE NOTE:

RETURN THIS COMPLETED FORM WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING REJECTED.

Please take the insurance requirements of the PROPOSAL to your agent/broker immediately upon receipt of the RFP documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in RFP. Any PROPOSALS's that contain exceptions to the insurance requirements may be considered non-responsive and may be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. BID/RFP cost reflects any additional costs relating to insurance requirements for this work.

If I am awarded this CONTRACT, I or my insurance agent shall submit all of the required insurance documentation to NEW CANAAN PUBLIC SCHOOLS Business Office within ten (10) days after the date of the award.

__________________________  ______________________
Signature                          Date

__________________________
Print Vendor Name
TERMS AND CONDITIONS

THIS IS A REQUEST FOR PROPOSALS AND THE NEW CANAAN PUBLIC SCHOOLS RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN.

NCPS RESERVES THE RIGHT TO AWARD ONE, TWO, OR ALL OF THE PROJECTS TO THE SAME CONTRACTOR.

Unless otherwise modified, the following terms and conditions will apply to services rendered. The respondent may use a standard form of agreement incorporating the following provisions.

Services to be Provided

The winning vendor shall provide services as set forth in the RFP and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the New Canaan Public Schools and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by NCPS or in accordance with any applicable state or federal law.

Billing and Payment

New Canaan Public Schools will pay the winning vendor for services performed in accordance with the signed Agreement. Invoices will be submitted periodically or upon completion of services rendered. The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 30 days after receipt of an invoice requesting payment, and with the approval of the Town, indicate the approval of payment and process the invoice or indicate to the winning vendor in writing, the reason for refusing to approve said invoice. In the latter case, the winning vendor will make the necessary corrections and resubmit the invoice.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation

All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the New Canaan Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.
Any third party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties.

This process shall be considered as a condition precedent to moving to court.

**Equitable Relief**

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.
PROPOSAL SHEET

NEW CANAAN PUBLIC SCHOOLS

RFP #2019-16 DRAINAGE PROJECT – EAST SCHOOL
NEW CANAAN, CT

Having carefully examined the Instructions to Vendors, Equipment / Material Specifications, Scope of Work, Standard Bid/RFP and Contract Terms and Conditions, the site(s) where the work is to be performed, all applicable legal requirements and having made such independent investigations as the respondent deemed necessary, the undersigned hereby submits a proposal to perform the Drainage Project – East School.

In submitting this proposal, the vendor represents that this proposal will remain effective for one hundred twenty (120) days following the proposal due date.

A. Project Cost and Construction Administration:

For providing all work, labor, materials, equipment, transportation, insurance and all else whatsoever required to completely finish all work in connection with the project:

DRAINAGE PROJECT – EAST SCHOOL

BID PROPOSAL PAGES FOLLOW

If awarded this contract, we will execute an AIA contract with New Canaan Public Schools, Owner of the properties.

*Prices given are the final price to the Owner and include all permits, fees, overhead and profit of the Vendor.
INVITATION TO BID

TOWN OF NEW CANAAN, CONNECTICUT
EAST SCHOOL
54 LITTLE BROOK ROAD

DRAINAGE PROJECT

Notice is hereby given that sealed bids will be received from qualified contractors for the installation of roof collection pipes, Flexi-Pave strip, outlet pipe and a curtain drain for East School located at 54 Little Brook Road. The scope of work will include the excavation along the west edge of the existing portion of the school building adjacent to the asphalt play area installing a collection pipe for the existing downspouts that discharge onto the ground; installing Flexi-Pave strip on a crush stone base with a perforated collection pipe within the stone; install new manhole to receive the perforated collection pipe; install a solid discharge pipe from the manhole; install a curtain drain around the discharge pipe; install curtain drain wings; repair existing walks and asphalt areas damaged during construction; restore/repair lawn area disturbed and damaged during construction; all material excavated from trenching is to be removed from the site. The limits of the project are the west side of the gym, the north side of the existing asphalt play area and the north west end of the play area.

The bids are to be submitted to:
Jo-Ann Keating, Director of Finance & Operations
New Canaan Public Schools
39 Locust Avenue
New Canaan, CT 06840

The bids are due in New Canaan Public School Offices at 39 Locust Avenue by Thursday August 22, 2019 at 3:00pm. The bids are to be submitted in a sealed envelope with the name of the bidder, their address and the words “EAST SCHOOL BID” clearly marked in bold letters on the outside of the envelope.

New Canaan Public Schools Facilities Manager, with the Director of Finance & Operations, will select the qualified candidates based on pricing, presentation, and recommendations. The bid will not be selected on pricing alone. New Canaan Public Schools reserves the right to accept or reject any and all bids; to waive any defects, irregularities, informalities; or to divide the award deemed to be in the best interest of the Town of New Canaan Public Schools.

The Town of New Canaan is an Equal Opportunity/Affirmative Action Employer.

Specific questions regarding the bids should be directed to Daniel Clarke, Facilities Manager (203) 822-3162 from 9 a.m. to 4 p.m. Monday through Friday or the project engineer Douglas DiVesta, PE via email dceainc@charter.net with the word “East School Bid” in the subject line.

Dated the August 12, 2019.

Facilities Manager
New Canaan Public Schools
Daniel Clarke
0.0  Bid Procedures

The Bid is due on Thursday, August 22, 2019 at 3 p.m. at the offices of the New Canaan Public Schools – 39 Locust Avenue. The bids will be opened at that time.

1) Bids will be submitted on the prescribed forms (attached) and must be completed for consideration. Any bid document that is incomplete will be rejected on that basis.

2) The bidder should submit a one (1) page form to summarize experience in similar projects. The form should provide references and telephone numbers of the client.

1.0  Scope of Work

The New Canaan Public School is interested in installing Flexi-Pave; roof collection pipe, curtain drain, manhole and discharge pipe for the existing East School located at 54 Little Brook Road. The bidder is to provide a necessary materials and equipment to install the Flexi-Pave, roof collection pipe, manhole and replace/repair any damage to existing drainage structures, pipes, walking paths and sidewalks and any pavement areas. The areas disturbed during construction shall be repair to pre-construction conditions. In summary, the following work is requested:

1) **Install new collection pipe for the downspouts on the westerly side of the gym building.**
   The drawings provide the location of the roof collection pipe for the downspouts. The drawings provide the location of the discharge point into an existing catch basin. The drawings indicate the locations of the existing walks that will be cut as well as the asphalt area that will be repaired once the drain line is installed. The drawings are only to be used to provide the contractor with drainage collection pipe location and relative piping.

2) **Install the Flexi-Pave strip within the existing asphalt play area.**
   The drawings provide details and location of the Flexi-Pave strip along with the collection pipe within the stone base of the Flexi-Pave trench. The drawings indicate the location of the manhole and the discharge pipe and the location of the curtain drain. The drawings are only to be used to provide the contractor with Flexi-Pave location and relative piping.

3) **The bidder is to provide all necessary material, equipment and labor to perform the related work for this project.**

4) **The bid should also provide a price to load, transport and dispose of the material excavated from the Flexi-Pave Trench and curtain drain.** It is up to the bidder to disposal of the extra material from the site.
5) Repair any damage to lawn areas, existing pipes damage during installing of the new drainage system and repair/replace any damage to existing structures and/or asphalt pavement, fencing and walking paths.

6) The bidder is to provide a unit price per square foot to replace/repair sidewalks and asphalt areas.

The above outlined scope of work should also be construed that the contractor will be responsible to provide all labor (including supervision), equipment, material, insurance, and bonds to successfully complete the project. Finally, the contractor is responsible for securing the site and leaving it in a safe condition during periods of down time (nights and weekends).

2.0 Contractor Responsibilities

The successful contractor will also be required to provide the following:

1) Enter into an agreement with the town to complete the work to begin as soon as possible and ending no later than September 30, 2019, weather permitting and agreed on by the Town. The bidder agrees to pay as liquidated damages two hundred ($200) dollars for each consecutive calendar day he exceeds the contract completion date or the road closure limits.

2) The contractor will agree to be responsible for any damage to private or public property due to the negligence of his employees, subcontractors and/or agents.

3) Provide a 100% Performance Bond within seven (7) days of the bid award.

3.0 Responsibilities of the Owner  The Owner will obtain all land use approvals & funding.

4.0 Payment and Retainage

The contractor shall submit an invoice for completed work on a monthly basis for processing. The Town will retain 10 percent of the fee earned until the project is completed and accepted by the Town. Final payment will be made within 30 days of the invoice approval.
### Bid Proposal

**Schedule of Bid Items for East School Project**

<table>
<thead>
<tr>
<th>Bid Item #</th>
<th>Estimated Quantity</th>
<th>Bid Item Description</th>
<th>Unit Price in Words</th>
<th>Unit Price in Figures Dollars Cents</th>
<th>Extended Total in Figures Dollars Cents</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>205 Linear Feet</td>
<td>Install 2&quot; layer of Flexi-Pave by 10' wide with 6&quot; PVC perforated pipe placed in a 2.5' deep trench of 1-1/2&quot; crush stone base as indicated on the plans †, for</td>
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<td>2.</td>
<td>300 Linear Feet</td>
<td>Install 6&quot; solid PVC pipe from the 6&quot; perforated PVC pipe to the discharge point, install a rip rap splash pad at end of the discharge pipe in locations as indicated on the plans, for</td>
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<td>3.</td>
<td>175 Linear Feet</td>
<td>Install 8&quot; solid PVC collection pipe for the downspouts on the west side of the gym and connect in to manhole locations as indicated on the plans, for</td>
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<td></td>
<td>Linear Feet</td>
<td>Description</td>
<td>Quantity</td>
<td>Rate (Dollars/Cts/LS)</td>
<td>Total Cost (Dollars/Cts)</td>
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<td>4.</td>
<td>176</td>
<td>Install 24&quot; wide stone trench around the 6&quot; PVC outlet (curtain drain) in locations as indicated on the plans, for</td>
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<td>5.</td>
<td>120</td>
<td>Install 24&quot; stone trench connecting to curtain drain trench in locations as indicated on the plans, for</td>
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<td>6.</td>
<td>25</td>
<td>Install 6&quot; solid PVC pipe connecting downspouts to the roof collection pipe on the west side of the gym in locations as indicated on the plans, for</td>
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<td>7.</td>
<td>Lump Sum</td>
<td>Installation of a manhole in location as indicated on the plans, for</td>
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<td></td>
<td>Lump Sum</td>
<td>Description</td>
<td>Unit Price:</td>
<td>Total Bid Price:</td>
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<td>8.</td>
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<td>Restore disturbed and damage areas to pre construction conditions, for</td>
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<td>9.</td>
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<td>Patch and restore asphalt areas and walking path to pre-construction conditions, for</td>
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<td>10.</td>
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<td>Install a 3' (w) by 4' (l) modified rip rap pad at end of discharge pipe as indicated on site plan, for</td>
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<td>11.</td>
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<td>Installation of sediment and erosion controls, for</td>
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Note: In case of a discrepancy between the unit prices written in words and in figures, the unit prices written in words shall govern. In case of a discrepancy between unit prices bid and extended totals, the unit prices will govern.
This bid item includes properly disposing of the excavated material from trench. Also includes bring stone to existing grade.
II. BID FORM

EAST SCHOOL PROJECT
CURTAIN DRAIN AND ROOF COLLECTION PIPING
54 LITTLE BROOK ROAD, NEW CANAAN, CONNECTICUT

TO: Jo-Ann Keating, Director of Finance & Operations
New Canaan Public Schools
39 Locust Avenue
New Canaan, CT 06840

FROM: ____________________________________________________________
______________________________________________________________

The undersigned bidder, having examined the Contract documents, the site and being familiar
with all the conditions surrounding these documents, hereby proposes to furnish and install,
complete and in place, the Flexi-Pave strip on a stone base with a collection in the stone base, the
curtain drain, a roof collection pipe, manhole and repair any damage to existing pipes or
structures, repair/replace asphalt walks and other asphalt areas, including all materials, supplies,
machinery, equipment, tools, superintendence, labor, insurance, bonds and other accessories and
services in accordance with these contract documents, including all addenda, no exceptions
taken, for the lump sum bid price below.

LUMP SUM BID PRICE

____________________________________________________________ DOLLARS
(Lump Sum Bid in Words)

$ ____________________________________________________________
(Lump Sum Bid in Numerical Figures)

Signed this _________ day of ______________, 2019

Firm Name ____________________________________________________

Duly Authorized Signature _______________________________________

Title _________________________________________________________
III. BIDDER'S CERTIFICATE OF COMPLIANCE

I, ___________________________________________ (Bidder), do hereby certify to furnish and install, complete and in place, the Flexi-Pave strip on a stone base with a collection in the stone base, the curtain drain, a roof collection pipe, manhole and repair any damage to existing pipes or structures, repair/replace asphalt walks and other asphalt areas, in accordance with the details on aforementioned drawings, including all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, bonds and other accessories, services and addenda, in accordance with these documents, no exceptions taken. I further certify that I am fully aware of all site conditions, having comprehensively inspected the site.

I propose to provide all materials for this project from the supplies listed on the attached sheet.

________________________________________
Duly authorized signature

Title ____________________________ Date ____________________________
IV. NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid, each bidder/joint bidder and each person/party thereto signing on behalf of any bidder, certifies as to it's own organization under penalty of perjury that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor.

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any bidder or to any competitor, and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for purpose of restricting competition.

________________________________________
Legal Name of Bidder

________________________________________
Address of Bidder

________________________________________
Duly authorized signature

________________________________________
Title

________________________________________
Telephone Number       Date