

INVITATION TO BID

The Town of Wethersfield is accepting bids on the following:

CHARLES WRIGHT MEDIA CENTER SKYLIGHT REPLACEMENT

All bids must be submitted on forms and in accordance with specifications supplied by the Town of Wethersfield, Finance Office, 505 Silas Deane Highway, Wethersfield, CT 06109.

Bids will be received until **2:00 PM on September 2, 2010** and opened and read publicly at that time.

INSTRUCTION TO BIDDERS

TOWN OF WETHERSFIELD, CONNECTICUT 06109

CHARLES WRIGHT MEDIA CENTER SKYLIGHT REPLACEMENT

INTENT

The intent of these specifications is to obtain a Contractor to replace the existing skylight over the Media Center at the Charles Wright School, 186 Nott Street, Wethersfield, Connecticut as shown on the attached plan and as described herein. The Contractor must be prepared to start work within the specified time and have adequate labor, materials, and equipment available to dedicate to this project to insure completion within the specific time frame. A PRE-BID CONFERENCE is scheduled for Tuesday August 17, 2010 at 9 am at the site. Attendance is strongly recommended, but not mandatory.

The following instructions and specifications shall be observed by all Bidders:

I. GENERAL PROVISIONS

1 Place of Bid Opening

Town Hall, Purchasing Office, 505 Silas Deane Highway, Wethersfield, Connecticut 06109

2 Time of Bid Opening

Thursday, September 2, 2010 at 2:00 P.M. Bids may be withdrawn 60 days after bid opening if no award has been made.

3 Bid Return Envelope

Please use the envelope provided with this bid or clearly mark your envelope with the bid title and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the Town prior to date specified shall be rejected. The following forms shall be submitted:

- A. Bid Form (page C-1)
- B. Fair Employment Practices for Qualifications for Bidders
- C. Bid Bond or Certified Check as Bid Security
- D. Non-collusive Affidavit
- E. Affidavit for Local Preference (Appendix III if applicable)

4 Bid Security

A bid bond or certified check in the amount of 5% of bid is required with bid submission. Bid Security will be returned to all except the successful bidder upon award of contract. Bid security will be returned to the successful bidder upon submission and acceptance of required performance bond, and labor and material bond.

5 Questions Relating to Specifications

Any request from a prospective bidder for interpretation of meaning of contract drawings, specifications or other contract documents shall be made in writing to Director of Maintenance & Operations, Wethersfield Public Schools, 100 Marsh St, Wethersfield, CT 06109, and to be given consideration must be received at least seven (7) days prior to date fixed for opening of Bids. Interpretations will be made in the form of written Addenda to Contract Documents, which Addenda shall become part of the Contract. Not later than four (4) days prior to date fixed for opening of Bids, Addenda will be mailed to all persons who obtained Contract Documents. Failure of any bidder to receive any such Addenda shall not relieve bidder from any obligation under his Proposal as submitted.

6 No Bid

Failure to return a bid will result in the removal of your firm's name from the Bid List. "No Bids" and responsive bids will result in your firm's retention on the Bid List.

7 Performance/Labor & Material Bond

A performance and labor and material bond will not be required for this project.

8 Insurance

The Contractor shall procure and maintain at its own expense, the insurance detailed in Appendix I -Town's Insurance and Indemnification requirements. The Town reserves the right to waive or reduce certain insurance requirements. If the bidder is requesting a waiver or reduction, this should be clearly noted within the bid response.

9 Local Bidder Preference/Local Bidder Affidavit Form

See Appendix II for Local Bidder Preference Ordinance and Appendix III for Local Bidder Affidavit Form.

10 Acceptance of Subcontractor

Submission of name of Subcontractor in Proposal shall be deemed to constitute an acceptance by Contractor, if awarded Contract of Bid of said subcontractor. Any alteration therein, after award of Contract, shall be subject to the approval of Town.

11 Equal Opportunity – Affirmative Action

The successful contractor shall comply in all aspects with the Equal Employment Opportunity Act. Each contractor with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each contractor with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. All bidders must fill out the "Fair Employment Practices for Qualifications of Bidders" form that follows. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reasons for revocation or cancellation of this contract.

12 Bid Price & Discounts

Prices bid shall not include any taxes, Local, State or Federal, as the Town is not liable. In addition to the price bid, each bidder may quote binding discounts that will be considered in making the award.

13 Prevailing Wage Scale

This Project is NOT subject to State of Connecticut prevailing wage laws.

14 Contract Funds

Money for this contract has been provided through local Capital Improvement Budget, as authorized by the Wethersfield Town Council. Should funds prove insufficient; the Town will implement alternate funding sources or reductions in project scope.

15 Award of Contract

Owner reserves the right to reject any and all Bids, or any part of any bid, for any reason Owner deems advisable, and to award Contract to any of the Contractors bidding on work regardless of amount of Bid. It is intended that Contract will be awarded to the lowest responsible and eligible Bidder possessing the skills to do the work, provided times stated by Bidder in schedule of prices in proposal for starting and completing work are deemed advantageous to Owner's interest.

16 Notice of Award

Owner will give notice of acceptance of bid to the successful bidder by mail to bidder's address stated in Bid. If, within seven (7) calendar days immediately after receipt of Notice of Acceptance of Bid, the successful bidder shall fail or refuse to deliver a Bond properly executed, Bidder's Bid and Acceptance, at option of Owner, shall become null and void. He shall forfeit to Owner, as liquidated damages for such failure or refusal, the Bid Bond or certified check accompanying his Bid, and Owner may proceed to accept another of the Bids. Contractor shall start work under this contract and shall continue to completion with all practical dispatch and regularity. The Contractor agrees

to begin work within ten (10) days of the date on which he receives a written notice from the Town to proceed and he shall complete the project within the stipulated contract time.

17 Assignment of Contract

Contractor shall not sublet, sell transfer, assign or otherwise dispose of the contract or any portion thereon or of his right, title or interest therein, or of his obligations they're under, without written consent of the Town.

18 Site Examination

Examination of Site and Contract Documents: At date fixed for opening of Bids, it will be presumed that each Bidder has made an examination of location and site of work to be done under the Contract, has satisfied himself as to actual conditions, requirements, and quantities of work; and has read and become thoroughly familiar with Contract Documents including Contract Drawings, Specifications and Addenda. Bidders shall contact Mr. Fred Bushey of the Board of Education (BOE) at 860-721-2946 to arrange access.

19 Scope of Work Change

Owner reserves the right to change the scope of the project for any reason, before or after the bid is awarded without penalty to the Owner.

20 Substitution for Named Brands

Should brand name items appear in this bid, before bidding on any item considered equal to or better than a named item, the bidder shall get written approval of the BOE Director of Maintenance & Operations

21 Time of Completion/Period of Construction

The length of time to complete the project will be **75 consecutive calendar days** from date of written notice to proceed (purchase order date).

22 Delays

Delays for completion of work shall only be authorized by the Director of Maintenance & Operations.

All delays authorized by the BOE Director of Maintenance & Operations shall be in writing. Delays due to the contractor's inability to complete the work for reasons other than weather shall not be considered as authorized.

23 Liquidated Damages

Sum of one hundred (\$100.00) dollars is agreed upon as liquidated damages, and shall be paid by the Contractor to the Town for each and every calendar day in which this Contract is not completed after time stipulated for such completion of work, and prices shall be fixed with regard to this provision.

24 Basis of Payment

Payment for this work will be based on unit prices times the actual quantity of work completed and accepted and shall include all equipment, materials, labor, and tools incidental to the completion of this work.

25 Payment Requests, Retainage and Guarantee Period

Contractor may submit a request for payment at the end of each month. Each request for payment shall be computed from work completed, less 5% to be retained until expiration of the guarantee period which is one calendar year from date of completion and written acceptance by Town. It is the practice of the Town to pay valid invoices within 30 days of receipt of said invoice.

26 Guarantee Period

The guarantee period shall be one year from date of written acceptance of all work.

27 Payments for Extra Work and Allowances

Written notice of claims for payments for extra work shall be given by Contractor within ten (10) days after receipt of instructions from Owner as approved by Engineer to proceed with extra work and also before any work is commenced except in emergency endangering life or property. No claim shall be valid unless so made. In all cases, Contractor's itemized estimate sheet showing all labor and material shall be submitted to Engineer. Owner order for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. Unit prices or combination of unit prices, which formed basis of original contract.
- B. A lump sum based on Contractor's estimate accepted by Owner and approved by the Engineer.
- C. Actual cost plus 15% for overhead and profit.

28 Plans

There are four (4) schematic drawings attached.

29 Tree Protection

Refer to Appendix IV for tree protection requirements during construction.

30 Permits

All Permits and Licenses necessary for start of work shall be secured by Contractor including contacting "Call Before You Dig" (1-800-922-4455). A building permit is required (Town will waive the local fees).

31 Safety

All work done and equipment installed shall comply with all pertinent OSHA, Federal, State, and Local Regulations.

The contractor shall maintain safety measures at all times when a hazard or hazards exist in or around the work area.

The contractor shall implement additional safety measures as directed by the Town's representative or by other State, Federal, or Local authorities at no additional cost to the town.

At the end of each workday, the Contractor shall leave the area secure by using signs, barricades and other controls within the work site.

NOTE: If, at any time, the Town of Wethersfield must install or provide labor, equipment, or materials, in order to eliminate a safety hazard due to activity related to this contract, the Contractor shall be billed by the Town for such services.

32 Inspection of Work

All materials and each part of detail of work shall be subject at all times to inspection by the BOE Director of Maintenance & Operations, and Contractor will be held strictly to true intent of specifications in regard to quality of materials, workmanship, and diligent execution of contract. Material furnished under these specifications is subject to such inspection. Engineer shall be allowed access to all parts of work and shall be furnished such information and assistance by Contractor as is required to make a complete and detailed inspection.

33 Disposal of Materials

The Contractor shall be responsible for removal and proper disposal of all excess material.

34 Construction Scheduling

A schedule of construction operations shall be submitted to the BOE Director of Maintenance & Operations for approval and shall include a flow chart of major work items and approximate lengths of time related to work items. Restoration of disturbed areas shall be done on a continual basis allowing for the use of all public areas.

35 Non-collusive Affidavit

See attached **REQUIRED** Non-collusive Affidavit of Proposer form.

II TECHNICAL SPECIFICATIONS

1 Scope of Work

- A. The contract resulting from these specifications shall include all labor, tools, equipment, and materials necessary to satisfactorily complete all work shown on the plan and in the specifications.
- B. All bid items shall include all labor, equipment, and materials necessary to complete that item. Measurement of all items and payment thereof shall be based upon the quantity of each item in place and accepted multiplied by the bid price.
- C. Lump sum priced bid items shall include all labor, tools, equipment, and materials necessary to complete that item.
- D. Unless otherwise noted, materials and construction methods shall be in strict accordance with the drawings and specifications that are a part of this contract.

2 Technical Specifications

Division One – General Requirements

Summary of Work	01010-2
Unit Prices	01026-1
Application for Payment	01027-4
Pre-construction Project Meetings	01200-2
Roof Repairs	01230-5
Project Closeout	01700-4

SECTION 01010 – Summary of Work

Part 1 – General

1.01 Related Sections

- A. Drawings and general requirements of Contract, and other Division I Specifications Sections, apply to this Section.

1.02 System Description

- A. The Project consists of repairs of the curbing and replacement of the existing skylight as shown on the overall roof plan. A copy of the detailed roof analysis is
- B. The Work includes, but is not necessarily limited to, the following:
 - 1. The removal of the existing skylight and related materials. Repair of curb and related areas that said skylight is perched on.

1.03 Contractor Use Of Premises

- A. Limit use of the premises to construction activities in work areas; allow for and coordinate with Owner occupancy, to minimize disturbance.
- B. Keep driveways and entrances serving the premises clear and available to the Owner, the Owner’s employees and the Public at all times. Coordinate areas for parking, delivery and storage of materials with Owner. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- C. Maintain the existing building in a weather tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.
- D. The Contractor’s use of the premises is limited by the Owner’s right to perform construction operations with its own forces, to employ separate contractors on portions of the project and to continue daily operations.
- E. Private utilities, Contractors, or other parties may be working within the Contract area during this Contract. It shall be the responsibility of the Contractor to coordinate his work under this

Contract with the work being done by others in order that construction may proceed in an efficient and logical manner. The Contractor shall have no claim or claims whatever against the Owner, Engineer, or other parties due to delays or other reasons caused by the work by others or his failure to coordinate such work.

1.04 Occupancy Requirements

- A. The Owner will occupy the site during the entire construction period. Cooperate and coordinate with the Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with the Owner's operations.

Part 2 – Products (Not Applicable)

Part 3 – Execution (Not Applicable)

SECTION 01026 – Unit Prices

Part 1 – General

1.01 Related Documents

- A. Drawings and general requirements of Contract, and other Division – 1 Specification Sections, apply to this Section.

1.02 Summary

- A. This section specifies administrative and procedural requirements for unit prices.
 B. A unit price is an amount proposed by Bidders and stated on the Bid Form as a price per unit of measurement for materials or services that will be added to or deducted from the Contract Sum by Change Order in the event the estimated quantities of work required by the Contract Documents are increased or decreased.
 C. Unit prices include all necessary material, overhead, profit and applicable taxes.

Part 2 – Products (Not Applicable)

Part 3 – Execution

SECTION 01027 – Applications for Payment

Part 1 – General

1.01 Related Documents

- A. Drawings and general requirements of Contract, and other Division – 1 Specification Sections, apply to this Section.

1.02 Summary

- A. This Section specifies administrative and procedural requirements governing the contractor's construction schedule.

1.03 Schedule of Values

- A. Coordinate preparation of the schedule of values with preparation of the contractor's construction schedule.
 B. Submit the Schedule of Values to the Engineer at the earliest feasible date, but in no case later than 14 days before the date scheduled for submittal of the initial Application for Payment.
 C. Format and Content: Use Section 01230 as a guide to establish the format for the Schedule of Values. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 Generic Name.

Related Specification Sections.

Name of subcontractor or fabricator.

Dollar value.

Percentage of Contract Sum to the nearest one percent, adjusted to total 100 percent.

Provide a breakdown of the Contract Sum in sufficient detail to facilitate Continued evaluation of Applications for Payment and progress Reports. Break principal subcontract amounts down into several line items where required. Round amounts off to the nearest whole dollar, the total shall equal the Contract Sum.

- D. Margin of Costs: Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.
1. At the Contractor's option, temporary facilities and other major cost items that are not direct costs of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expenses.

1.04 Application for Payment

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Engineer and paid for by the Owner.
- B. Payment Application Times: Each progress payment date is as indicated in the Owner-Contractor Agreement. The period of construction work covered by each Application or Payment is the period indicated in the Owner-Contractor Agreement.
- C. Payment Application Forms: Use AIA Document G 702 1992 Edition and Continuation Sheets G 703 192 Edition as the form for Application for Payment.
- D. Application Preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Contractor. Incomplete applications will be returned without action.
1. Entries shall match data on the Schedule of Values.
 2. Include amounts of change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- E. Transmittal: Submit 3 executed copies of each Application for Payment to the Engineer by means ensuring receipt within 24 hours; one copy shall be complete, including waivers of lien and similar attachments.
- F. Lien Waivers: Submit Final Applications for Payment with no preceded by final waivers from every entity involved with performance of work covered by the application who could lawfully be entitled to a lien.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
- List of sub-contractors and fabricators.
 - Schedule of Values.
 - Contractor's Construction Schedule (preliminary if not final).
 - Copies of building permits.
 - Certificates of insurance and insurance policies.
 - Performance and payment bonds
 - Data needed to acquire Owner's insurance.
- H. Application for payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.
- I. Administrative actions and submittals that shall precede or coincide with this application include:
- Occupancy permits and similar approvals.
 - Warranties (guarantees) and maintenance agreements.
 - Test /adjust/balance records.
 - Maintenance instructions
 - Changeover information related to Owner's occupancy, use, operation and maintenance.
 - Final cleaning
 - Advise on shifting insurance coverage

List of incomplete work, recognized as exceptions to Engineer's Certificate of Substantial Completion.

- J. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final payment Application for Payment include the following:
- Completion of Project closeout requirements.
 - Lien Waiver forms
 - Completion of items specified for completion after Substantial Completion.
 - Assurance that unsettled claims will be settled.
 - Transmittal of required project construction records to Owner.
 - Proof that fees and similar obligations have been paid.
 - Removal of surplus materials, rubbish and similar elements.

Part 2 – Products (Not Applicable)

Part 3 – Execution (Not Applicable)

SECTION 01200 – Pre-Construction Project Meetings

Part 1 – General

1.01 Related Documents

- A. Drawings and general requirements of Contract, and other Division – 1 Specification Sections, apply to this Section.

1.02 Summary

- A. This section specifies administrative and procedural requirements for a pre-construction project meeting.

1.03 Pre-Construction Conference:

- A. A pre-construction conference and organizational meeting will be scheduled at the Project Site or other convenient location no later than 7 days after execution of the Agreement and prior to commencement of construction activities.
- B. The Engineer will administer pre-construction conference and exchange of preliminary submittals.
- C. Attendees: The Owner, the Engineer, the Contractor and its superintendent, major subcontractors, manufacturers suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authority to conclude matters relating to the Work.
- D. Agenda: Discuss items of significance that could affect progress including such topics as:
- Tentative construction schedule
 - Critical Work sequencing.
 - Designation of responsible personnel.
 - Procedures or proceeding field decisions and Change Orders.
 - Distribution of Contract Documents,
 - Submittal of Shop Drawings, Product Data and Samples.
 - Use of the premises.
 - Office, Work and Storage Areas.
 - Equipment deliveries and Owner's priorities.
- E. Mobilization: The Owner will administer an on-site mobilization meeting at project site for clarification of Owner and Contractor responsibilities in use of site and for review of administrative procedures.

Part 2 – Products (Not Applicable)

Part 3 – Execution (Not Applicable)

SECTION 01230 - Roof Repairs

Part 1 - General

1.1 Related Documents

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 Summary

A. This Section includes the following:

1. Roof Restoration preparation.
2. Roof repairs.
3. Reflashing requirements.

1.3 Definitions

A. An amount proposed by bidders and stated on the Bid Form for certain work defined in the Requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.

1. The cost or credit for each alternate is the net addition to the Contract Sum to incorporate alternate into the Work and shall be paid at unit price bid. No other adjustments are made to the Contract Sum.

1.4 Procedures

A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.

1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.

B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.

C. Execute accepted alternates under the same conditions as other work of the Contract.

D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

1.5 Schedule of Work

A. Restoration projects only.: MAINTENANCE WARRANTY

1. General Warranty: The warranties specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents. The Building Owner shall have the option to renew this warranty at the end of five (5) years per the renewal agreement.
2. New Roof Component Coverage: A single manufacturer shall provide specified warranty. The manufacturer’s warranty must include labor and material coverage against leakage on all components including those manufactured by others. Included in the warranty coverage are the following:
 - a. All new and temporary roof membrane components and adhesives.
 - b. All metal components including cleat strips.
 - c. All surface mastics, coatings, stripping, plies, etc.
 - d. All drain and scupper flashing.
 - e. Any roof leak or other problems caused by substrate movement of any component other than the deck shall not be excluded.
 - f. Any movement associated with metal joints of flanges causing leaks.
 - g. Damages caused by wind speed up to 74 miles per hour.
3. Warranty Period: 5 years.

B. Repairs

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

WATERBASED ASPHALT EMULSION:

Tremco (Ecolastic) or approved equal

<u>Property</u>	<u>Typical Value</u>	<u>Test Method</u>
Asbestos Content	None	ASTM D 276-87
Density @ 77 F	8.6 lb/gal (1.15 kg/L)	ASTM D 1475-85
VOC	75 g/l	ASTM D 3960-93
Penetration	12g/100 in 2/24 hours	ASTM D 398-83
Low Temp Flexibility	Treated felts - no cracking	

2. Aggregate Surfacing: Clean, dry, opaque, water-worn gravel, complying with ASTM D 1863 (size six).
3. Miscellaneous Accessories: Provide miscellaneous accessories recommended by roofing system manufacturer for intended use.
4. Flashing Coating: Non-asphaltic, non-fibered aluminum coating; without asbestos.

5. Surface preparation:
 - a. Clean roof of loose gravel, dirt, and dust by vacuuming. Embedded gravel to remain in place.
 - b. Remove embedded gravel, loose gravel, unadhered felts, and dust from built-up roof membrane surfaces within 9 inches (230 mm) of flashing. Sweep clean.

C. MEMBRANE REPAIRS

1. Blisters:

Not applicable
2. Buckles and splits:

Not applicable
3. Unadhered felt edges or fishmouths:
 - a. Unadhered ply sheet within 2 inches (50 mm) or less from exposed edges:
 1. Cut away unadhered felts and remove dust and debris; dry.
 2. Apply tar mastic to seal.
4. Unadhered ply sheet more than 2 inches in from the ply edge:
 - a. Cut away unbonded ply sheets until firmly laminated sheets are reached. Clean; dry.
 - b. Reinforce and seal prepared area with reinforcing mesh embedded between alternate continuous applications of tar mastic.
5. Roof surfacing:
6. Warranty: Submit a written materials warranty, signed by roofing system manufacturer agreeing to promptly repair leaks in the roof membrane and base flashings resulting from defects in materials or workmanship for a 5 year period.

SECTION 01700 – Project Closeout

Part 1 – General

- 1.01 Related Sections
 - A. Drawings and general requirements of Contract, and other Division 1 – Specification Sections, apply to this Section.
- 1.02 Summary
 - A. This Section specifies administrative and procedural requirements for project closeout, including but not limited to:
 - Inspection procedures.
 - Submittal of warranties.
 - Final cleaning.
- 1.03 Substantial Completion
 - A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.
 - B. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and statement showing an accounting of changes to the Contract Sum.
 - C. If 10 percent completion cannot be shown, include a list of incomplete items, the value of the incomplete construction, and reasons the Work is not complete.
 - D. Advise Owner of pending insurance changeover requirements.

- E. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents.
- F. Obtain and submit releases enabling the Owner unrestricted use of the Work. Include occupancy permits and similar releases.
- G. Deliver tools, spare parts, extra stock, and similar items.
- H. Complete instruction of the Owner's operating and, maintenance personnel. Disconnect and remove temporary facilities from the site, along with construction tools and similar elements.
- I. Complete final clean-up requirements, including touch-up painting. Touch-up and otherwise repair and restore marred exposed finishes.
- J. Inspection Procedures: On receipt of a request for inspection, the Engineer will either proceed with inspection or advise the Contractor of unfilled requirements. The Engineer will prepare the
- K. Certificate of Substantial Completion following inspection, or advise the Contractor that incomplete or uncorrected work must be completed or corrected before the certificate will be issued.
- L. Results of the completed inspection will form the basis of requirements for final acceptance.

1.04 Final Acceptance.

- A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following. List exceptions in the request.
 - Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include certification of insurance for products and completed operations where required. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
 - Submit a certified copy of the Engineers final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Engineer.
 - Submit consent of surety to final payment.
 - Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - Re-inspection Procedures: The Engineer will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Owner.
 - Upon completion for re-inspection, the Engineer will prepare a certificate of final acceptance, or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.

Part 2 – Products (Not Applicable)

Part 3 – Execution

3.01 Final Cleaning:

- A. General: General cleaning during construction is required by the General Conditions and included in Section "Temporary Facilities".
- B. Cleaning: Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
- C. Complete the following cleaning operations before requesting inspection for Certification of Substantial Completion.
- D. Clean the site of rubbish, litter and other foreign substances. Sweep paved areas, in vicinity of work, broom clean, remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface. This cleaning applies only to items and surfaces in areas involved in the performance of the work.
- E. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- F. Compliance: Comply with the regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful or dangerous materials into drainage systems. Remove waste materials from the site and dispose of in a lawful manner.

- G. Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

SECTION 08625

Part 1 - General

1.1 Related Documents

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 Summary

- A. This Section includes the following:
1. Aluminum-framed pyramid skylights..
- B. Related Sections may include, but are not limited to the following:
1. Division 5 Section "Structural Steel" for steel framing.
 2. Division 8 Section "Plastic Unit Skylights" for domed-acrylic units.
 3. Division 7 Section "Joint Sealants" for sealants installed at metal-framed skylight perimeters.
 4. Division 8 Section "Roof Windows" for fixed and operable windows installed in roof areas.

1.3 Performance Requirements

- A. General: Provide metal-framed skylights capable of withstanding loads and thermal and structural movements indicated without failure. Failure includes the following:
1. Deflection exceeding specified limits.
 2. Thermal stresses transferred to the building structure.
 3. Skylight framing members transferring stresses, including those caused by thermal and structural movement, to glazing.
 4. Noise or vibration created by thermal and structural movement and wind.
 5. Weakening of fasteners, attachments, and other components.
- B. Deflection Limits: As follows:
1. Deflection of the entire length of framing members in direction normal to glazing plane is limited to 1/175 of clear span.
- C. Lateral Support: Compression flanges 75% of flexural members requiring lateral be laterally braced by cross members with minimum depths equal to flexural member depth and by anchors to the building structure. Glazing material does not provide lateral support.
- D. Structural Loads: Provide metal-framed skylights, including anchorage, capable of withstanding the effects of the following design loads when supporting full dead loads:
1. Roof Loads
 - a. Concentrated Load: 250 lb applied to framing members at location that produces the most severe stress or deflection.
 - b. Snow Loads: As indicated.

- c. Roof Loads: As indicated.
 - 2. Seismic Loads: As indicated.
- E. Structural Performance: Provide metal-framed skylights, including anchorage, capable of withstanding test pressure indicated without material and deflection failures and permanent deformation of structural members exceeding 0.2 percent of span when tested according to ASTM E 330.
 - 1. Test Pressure: 104 psf of positive and 95 psf of negative wind-load design pressures.
- F. Thermal Movement: Provide metal-framed skylights that allow for thermal movements resulting from the following maximum change (range) in ambient temperatures by preventing buckling, sealant failure, and other detrimental effects.
 - 1. Temperature Change (Range): 100 deg F.
- G. Air Infiltration: Provide metal-framed skylights with maximum air leakage of 0.06 cfm/sq. ft. (0.03 L/s per sq. m) of surface when tested according to ASTM E 283 at a minimum static-air-pressure differential of 6.24lb/sq. ft. (300 Pa).
- H. Water Penetration: Provide metal-framed skylights that do not evidence water penetration when tested according to ASTM E 331 at a minimum differential static pressure of 20 percent of positive design wind pressure, but not less than 15 lb/sq. ft. (718 Pa).
- I. Condensation Resistance: Provide aluminum-framed systems that when tested with fixed glazing, have a frame condensation-resistance factor (CRF) of not less than 54 when tested according to AAMA 1503 when clear over clear insulated glass is used.

1.4 System Description

- A. Aluminum-framed pyramid skylights: Provide Model PY meeting the following requirements:
 - 1. Size: O.D. of curb by others.
 - 2. Pitch: Variable from 3:12 minimum

1.5 Submittals

- A. Product Data: Include construction details, material descriptions, dimensions and profiles of components, and finishes for metal-framed skylights.
- B. Shop Drawings: For metal-framed skylights. Include plans, elevations, sections, details, and attachments to other work as required.
 - 1. Include structural analysis data signed and sealed by the qualified professional engineer responsible for their preparation licensed in state of manufacturer.
- C. Samples for Initial Selection: Manufacturer's color charts consisting of sections of units showing the full range of colors available for factory-finished aluminum.
- D. Samples for Verification: Provide 12-inch long sections of extrusions or formed shapes in same thickness and material indicated for the Work. Mill finished sampler to be provided on piece of 2"x3" aluminum sheet.
- E. Installer Certificates: If required, signed by manufacturer certifying that installers comply with requirements.
- F. Product Test Reports: From a qualified testing agency indicating skylights comply with requirements, based on comprehensive testing of current products.

- G. Sealant Compatibility and Adhesion Test Reports: From sealant manufacturer indicating that materials forming joint substrates and joint sealant backings have been tested for compatibility and adhesion with sealants; include sealant manufacturer's interpretation of test results for sealant performance and recommendations for primers and substrate preparation needed for adhesion.
- H. Field Test Reports: Not required.

1.6 Quality Assurance

- A. Installer Qualifications: An experienced installer who has specialized in installing metal-framed skylights similar to those indicated for this Project and who is acceptable to manufacturer.
- B. Professional Engineer Qualifications: A professional engineer who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of skylights that are similar to those indicated for this Project in material, design, and extent.
- C. Testing Agency Qualifications: An independent testing agency with the experience and capability to conduct the testing indicated, as documented according to ASTM E 548.
- D. Pre-construction Testing: Not required.
- E. Pre-construction Sealant Compatibility and Adhesion Testing: Not required.
- F. Welding: Qualify procedures and personnel according to AWS D1.2, "Structural Welding Code-Aluminum."
- G. Pre-installation Conference: When required, conduct conference at Project site to comply with requirements in Division 1 Section "Project Meetings." Review methods and procedures related to metal-framed skylights including, but not limited to, the following:
 1. Inspect and discuss condition of substrate and other preparatory work performed by other trades.
 2. Review structural load limitations.
 3. Review skylight curb structural requirements.
 4. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 5. Review required testing procedures.
 6. Review weather and forecasted weather conditions and procedures for unfavorable conditions.
 7. Review protection of adjacent roof areas.
 8. Review preparation and other requirements for installing structural silicone sealant.

1.7 Project Conditions

- A. Field Measurements: Where metal-framed skylights are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

1. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating skylights without field measurements. Coordinate construction to ensure that actual dimensions correspond to established dimensions.

1.8 Warranty

- A. Warranty: Written warranty, executed by manufacturer agreeing to repair or replace components of metal-framed skylights that fail in materials or workmanship within specified warranty period. Failures include, but are not limited to, the following:
 1. Structural failures.
 2. Failure of systems to meet performance requirements.
 3. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 4. Water leakage; defined as uncontrolled water appearing on normally exposed interior surfaces of skylights from sources other than condensation, resulting from defects in skylight materials or workmanship. (Water controlled by flashing and gutters and drained back to the exterior and that cannot damage adjacent materials or finishes is not water leakage). Water leakage resulting from improper installations not part of this warranty.
 5. Warranty Period: Five years from date of shipment from the manufacturer.

Part 2 - Products

2.1 Manufacturers

- A. Manufacturers: Subject to compliance with requirements, provide Pinnacle 350 system by Wasco Products, Inc., Commercial Division, Sanford, ME (800-388-0293)
- B. Substitutions: Manufacturers shall not be considered without prior approval in writing no later than ten (10) calendar days prior to bid. Substitute manufacturers must have been in the custom skylight business for not less than a period of 15 years and must submit to the Architect the following:
 1. List of similar projects successfully completed within the last five years.
 2. Proof of financial capability.
 3. Complete details of proposed skylight.
 4. Complete specifications for Architect's review.

2.2 Framing Materials

- A. Framing Members: Extruded aluminum alloy 6063-T5 or T6, ASTM B 221 with minimum effective thickness of 0.109 inches.
- B. Exterior Pressure Caps: Extruded aluminum alloy 6063-T5 or T6, ASTM B 221 with minimum effective thickness of 0.090 inches.
- C. Concealed Flashing: Manufacturer's standard corrosion-resistant, non-staining, non-bleeding flashing; compatible with adjacent materials.

- D. Exposed Flashing and Closures: Aluminum sheet alloy and temper of 1100-H14, thickness as require for proper performance.
 - 1. Minimum Thickness: 0.032 inch Apron Flashing.
 - 2. Minimum Thickness: 0.062 inch Closures.
- E. Fasteners and Accessories: Manufacturer's standard corrosion-resistant, non-staining, non-bleeding fasteners and accessories; compatible with adjacent materials.
 - 1. Aluminum Retaining Cap Fasteners and Framing Members Fasteners: ASTM A 193/A 193M, Series 300 stainless-steel screws; type as recommended by manufacturer.
 - 2. Connections to Supporting Structure: Series 300 Stainless Steel or ASTM A 307, hot dipped galvanized steel fasteners by installer.
- F. Framing-System Sealants: Single-component, non-sag, high performance, non-priming, gun-grade elastomeric polyurethane sealant furnished by skylight manufacturer.
 - 1. Sealant complies with ASTM C920, Type S, Grade NS, Class 25, Use T, NT, M, A, G, and O. Canadian Specification CAN/CGSB-19.13-M87, Classification MCG-2-25-A-N.
 - 2. Sealant conforms to USDA approval standards.
 - 3. Color: Gray or Dark Bronze.
- G. Bituminous Paint: Cold-applied asphalt mastic paint complying with SSPC-Paint 12, except containing no asbestos, and formulated for 30-mil thickness per coat.

2.3 Glazing Materials

- A. Insulating Glass: 1-1/8 inch consisting of 1/4 inch clear tempered exterior lite, 1/2 inch sealed air space and 3/8 inch clear laminated safety glass interior lite. (*Other as required-specify).
*Glass must meet the requirements of the AAMA for the project.
- B. Insulating Glass for Vertical Glazed End: 1 inch consisting of 1/4 inch clear tempered exterior lite, 1/2 inch sealed air space and 1/4 inch clear tempered interior lite. (Other as required-specify).
- C. Glazing Gaskets: Manufacturer's proprietary pressure-glazing gaskets of elastomer type and hardness selected by the skylight manufacturer to comply with requirements. Glazing gaskets to be extruded thermoplastic elastomer by the skylight manufacturer.
- D. Spacers, Edge Blocks, and Setting Blocks: Manufacturer's standard permanent non-migrating type of elastomer type and hardness selected to comply with requirements. Spacers, Edge Blocks, and Setting Blocks to be extruded thermoplastic elastomer by the skylight manufacturer.
- E. Glazing Weatherseal Sealant: Neutral-curing silicone sealant recommended by skylight and sealant manufacturers for this use and furnished by skylight manufacturer.
 - 1. Sealant is capable of withstanding 50 percent movement in both extension and compression (total of 100 percent movement) when tested for adhesion and cohesion under maximum cyclic movement according to ASTM C 719.
 - 2. Sealant complies with ASTM C 920 for Type S, Grade NS, Class 25, Uses NT, G, A, and, as applicable to substrates including other sealants with which it comes in contact, O.
 - 3. Color: Black.

- F. Flashing Sealant: Single-component, non-sag, high performance, non-priming, gun-grade elastomeric polyurethane sealant furnished by skylight manufacturer.
1. Sealant complies with ASTM C920, Type S, Grade NS, Class 25, Use T, NT, M, A, G, and O. Canadian Specification CAN/CGSB-19.13-M87, Classification MCG-2-25-A-N.
 2. Sealant conforms to USDA approval standards.
 3. Color: Gray or Dark Bronze.

2.4 Fabrication

- A. Framing Components: As follows:
1. Factory fit and assemble components, where practical.
 2. Fabricate components that, when assembled, will have accurately fitted joints with ends coped or mitered to produce hairline joints free of burrs and distortion.
 3. Fabricate components to drain water passing joints and to drain condensation and moisture occurring or migrating within skylight system to the exterior.
 4. Fabricate components to accommodate expansion, contraction, and field adjustment, and to provide for minimum clearance and shimming at skylight perimeter.
 5. Fabricate components to ensure that glazing is thermally and physically isolated from framing members.
 6. Form shapes with sharp profiles, straight and free of defects or deformations, before finishing.
 7. Fit and assemble components to greatest extent practicable before finishing.
 8. Fit and secure joints by heliarc welding.
 9. Reinforce members as required to retain fastener threads.
 10. Attach retainer bars with gasketed stainless steel fasteners spaced at a maximum of 12 inches on center.
 11. Weld components before finishing and in concealed locations to greatest extent practicable to minimize distortion.
 12. Before shipping, shop assemble, mark, and disassemble components that cannot be permanently shop assembled.
- B. Provide continuous aluminum curb with weatherproof splice joints and locked and sealed or fully welded corners. Locate weep holes in the curb at each rafter connection to drain condensation.
- C. Prepare framing to receive anchor and connection devices and fasteners.
- D. Field Glazing: Locate and size extruded elastomeric setting blocks and spacers in accordance with the glazing manufacturer's recommendations. At no point shall the glazing come in contact with the skylight frame or fasteners.

2.5 Aluminum Finishes

- A. General: Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.

- B. Finish designations prefixed by AA comply with the system established by the Aluminum Association for designating aluminum finishes.
- C. Mill Finish: Manufacturer's standard mill finish.
- D. Class I, Clear Anodic Finish: AA-M10C22A41 (Mechanical Finish: as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class I, clear coating 0.7 mil or thicker) complying with AAMA 607.1.
- E. Class I, Color Anodic Finish: AA-M10C22A42/A44 (Mechanical Finish: as fabricated; Chemical Finish: etched, medium matte; Anodic Coating: Architectural Class I, integrally colored or electrolytically deposited color coating 0.7 mil or thicker) complying with AAMA 606.1 or AAMA 608.1.
 - 1. Color: Light bronze.
 - 2. Color: Medium bronze.
 - 3. Color: Dark bronze.
 - 4. Color: Black.
- E. High-Performance Organic Finish: AA-C12C42R1x (Chemical Finish: cleaned with inhibited chemicals; Chemical Finish: acid-chromate-fluoride-phosphate conversion coating; Organic Coating: as specified below). Prepare, pre-treat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
 - 1. Fluoropolymer Two-Coat System: Manufacturer's standard two-coat, thermocured system consisting of specially formulated inhibitive primer and fluoropolymer color topcoat containing not less than 70 percent polyvinylidene fluoride resin by weight; complying with AAMA 605.2.
 - a. Color and Gloss: As indicated by manufacturer's designations.
 - b. Color and Gloss: Match Architect's sample.
 - c. Color and Gloss: As selected by Architect from manufacturer's standard range.
 - d. Color and Gloss: Custom color as selected by Architect.

Part 3 - Execution

3.1 Examination

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting skylight performance.
 - 1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 Preparation

- A. Metal Protection: As follows:
 - 1. Where aluminum will contact dissimilar metals, protect against galvanic action by painting contact surfaces with primer or by applying sealant or tape recommended by manufacturer for this purpose.
 - 2. Where aluminum will contact concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint.

3. Where aluminum will contact pressure-treated wood, separate dissimilar materials by methods recommended by manufacturer.

3.3 Installation

- A. General: Comply with manufacturer's written instructions for protecting, handling, and installing skylight components.
 1. Fit frame joints to produce hairline joints free of burrs and distortion.
 2. Rigidly secure non-movement joints.
 3. Accommodate thermal and mechanical movements.
 4. Install framing components to drain water passing joints and to drain condensation and moisture occurring or migrating within skylight system to the exterior.
 5. Coordinate installation of flashings at skylight perimeters to maintain continuity of water barriers.
 6. Set continuous curbs and flashings in a full sealant bed, unless otherwise indicated. Comply with requirements in Division 7 Section "Joint Sealants."
- B. Erection Tolerances: Install skylight components true in plane, accurately aligned, and without warp or rack. Adjust framing to comply with the following tolerances:
 1. Variation from Plane: Limit variation from plane or location shown to 1/8 inch in 10 feet; 1/4 inch over total length.
 2. Alignment: Where surfaces abut in line and at corners and where surfaces are separated by less than 3 inches, limit offset from true alignment to less than 1/32 inch; otherwise, limit offset from true alignment to 1/8 inch.
- C. Field Glazing: Locate and size extruded elastomeric setting blocks and spacers in accordance with the glazing manufacturer's recommendations. At no point shall the glazing come in contact with the skylight frame or fasteners
- D. Install secondary-sealant weatherseal according to sealant manufacturer's written instructions to provide weatherproof joints. Install joint fillers behind sealant as recommended by sealant manufacturer.

3.4 Cleaning

- A. Clean skylights inside and outside, immediately after installation and after sealants have cured, according to manufacturer's written recommendations.
 1. Remove temporary protective coverings and strippable coatings from pre-finished metal surfaces. Remove labels and markings from all components.
- B. Remove excess sealant according to sealant manufacturer's written recommendations.

**BID FORM
TOWN OF WETHERSFIELD, CONNECTICUT 06109**

CHARLES WRIGHT MEDIA CENTER SKYLIGHT REPLACEMENT

Opening: **September 2, 2010 at 2:00 P.M.**

Purchasing Office
Town Hall
505 Silas Deane Highway
Wethersfield, CT 06109

In accordance with the Town Specifications, bidder agrees to supply and install the following:

CHARLES WRIGHT MEDIA CENTER SKYLIGHT REPLACEMENT

- 1. Skylight replacement Lump Sum cost of \$_____.

TOTAL BASE BID \$_____

Work to start _____ days after receipt of a Purchase Order and take 75 days.

Terms: _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual or corporate.

Signature

Witness

Printed Name & Title of Signer

Date

Company Name

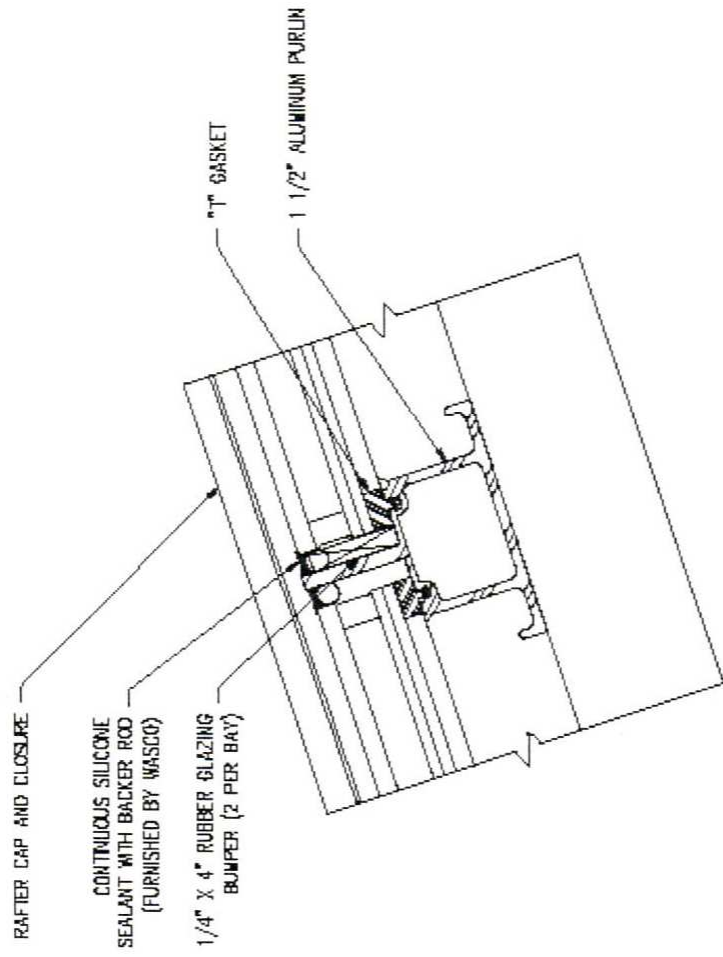
Phone

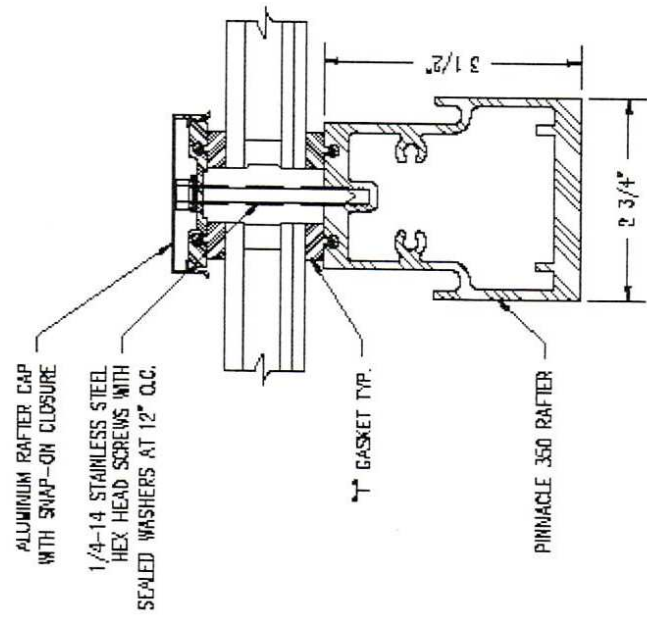
Address

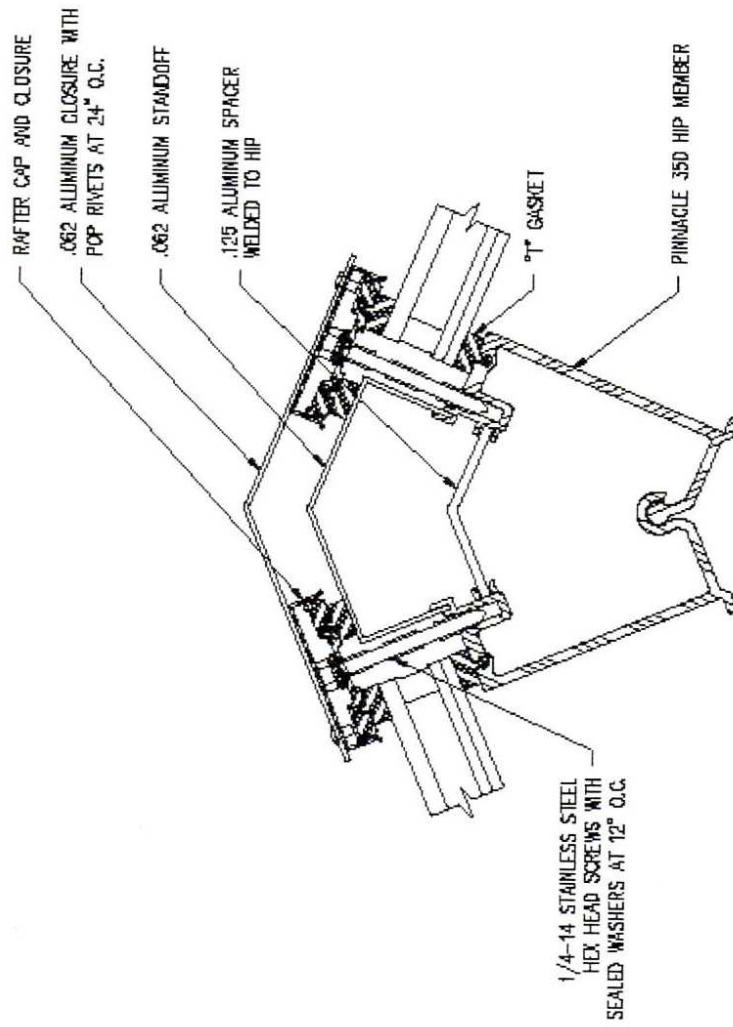
Fax

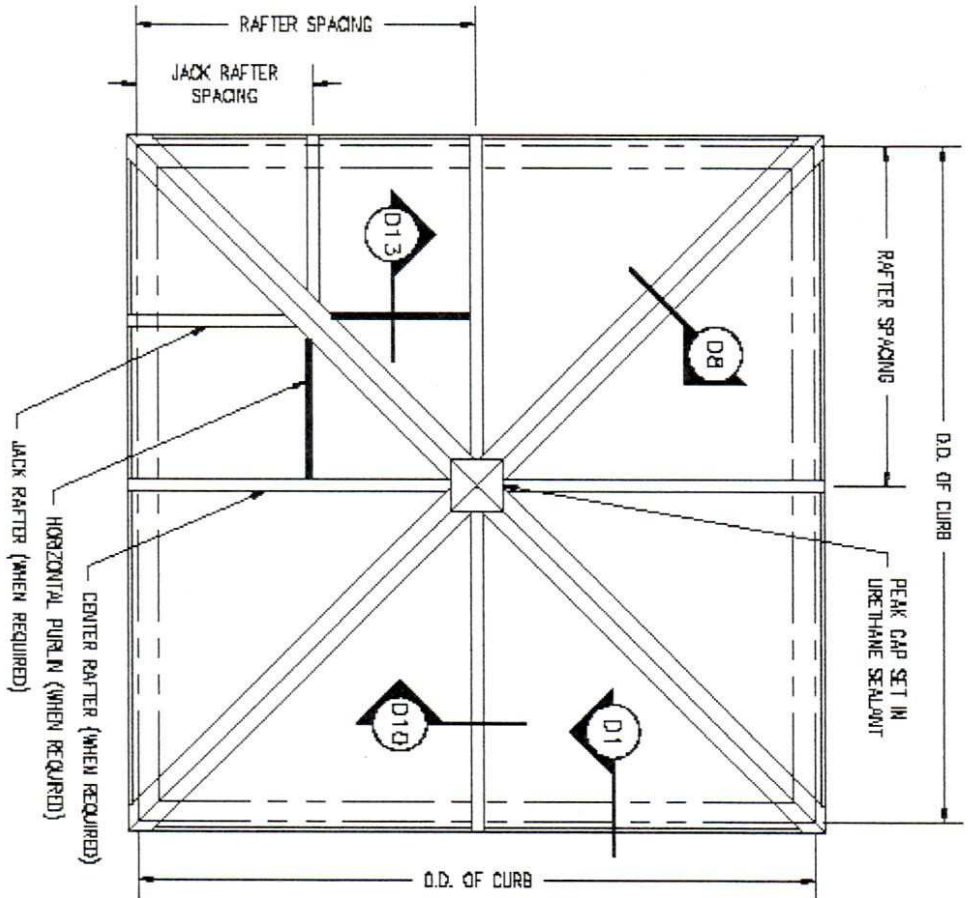
City State Zip

e-mail address (optional)









- GENERAL NOTES:
- 1) RAFTER LOCATION BASED ON WASCOS RECOMMENDATIONS AND AAMA GLAZING GUIDELINES (BASED ON SIZE OF UNIT, TYPE OF GLAZING, CUSTOMER'S REQUEST, ETC.)
 - 2) UNIT PITCHES ARE AVAILABLE FROM 3:12 TO 20:12

FAIR EMPLOYMENT PRACTICES FOR QUALIFICATIONS OF BIDDERS
TOWN OF WETHERSFIELD, CONNECTICUT

THIS QUESTIONNAIRE ON FAIR EMPLOYMENT PRACTICES FOR THE QUALIFICATIONS OF BIDDERS IS PART OF THIS BID DOCUMENT AND MUST BE RETURNED WITH YOUR BID. FAILURE TO COMPLETE THIS FORM MAY BE SUFFICIENT CAUSE FOR REJECTION OF YOUR BID. IT WILL BE NECESSARY TO SUBMIT THIS FORM ON AN ANNUAL BASIS IN ORDER FOR THE TOWN TO MAINTAIN AND UP-TO-DATE FILE ON YOUR PROGRESS IN EQUAL OPPORTUNITY EMPLOYMENT. AS REQUIRED BY FEDERAL AND STATE LAWS AND REGULATIONS, THE TOWN MAY REQUEST ADDITIONAL EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FROM YOU.

“FAIR” OR “EQUAL EMPLOYMENT” MEANS THE PRACTICE OF NOT DISCRIMINATING AMONG PERSONS ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN OR AGE.

THIS QUESTIONNAIRE WILL BE EVALUATED BY THE PURCHASING AGENT AND HIS RECOMMENDATIONS WILL BE A FACTOR IN DETERMINING WHETHER YOUR FIRM IS TO BE RETAINED ON THE TOWN’S BID LIST.

SECTION PLEASE ANSWER ALL THE FOLLOWING QUESTIONS:

- A NAME OF FIRM _____
ADDRESS _____
TELEPHONE NUMBER _____
NATURE OF BUSINESS _____
NUMBER OF FULL TIME EMPLOYEES _____
PERSON FILLING OUT FORM _____
TITLE _____

SECTION DO YOU HAVE A WRITTEN EQUAL EMPLOYMENT POLICY? YES ___ NO ___

- B IF YES, PLEASE ATTACH COPY
IF NO, DO YOU PLAN TO ADOPT ONE IN THE NEAR FUTURE? YES ___ NO ___

SECTION DO YOU HAVE A WRITTEN AFFIRMATIVE ACTION POLICY? YES ___ NO ___

- C IF YES, PLEASE ATTACH COPY
IF NO, DO YOU PLAN TO ADOPT ONE IN THE NEAR FUTURE? YES ___ NO ___

SECTION DO YOU UTILIZE AFFIRMATIVE ACTION IN EMPLOYMENT PRACTICES, SUCH AS
D ADVERTISING ALL POSITIONS WITH THE EQUAL OPPORTUNITY
CLAUSE, MAKING SPECIAL EFFORTS TO RECRUIT MINORITY AND FEMALE JOB
APPLICANTS AND REVIEWING JOB-TESTING PROCESURES TO ENSURE THAT NO
DISCRIMINATORY BIASES EXIST.

SECTION PLEASE FILL OUT THE DATA REQUESTED IN THE FOLLOWING TABLE FOR ALL FULL-TIME
E EMPLOYEES OF YOUR ORGANIZATION. THE STATISTICS
USED MUST BE NO OLDER THAN 3 MONTHS FROM THE TIME THIS BID IS SUBMITTED.

EMPLOYMENT STATUS AS OF _____

MALE						FEMALE					
NON-MINORITY	BLACK	**SSA	ASIAN	AM.INDIAN	TOTAL MALE	NON-MINORITY	BLACK	**SSA	ASIAN	AM.INDIAN	TOTAL FEMALE

OFFICIALS & MANAGERS											
PROFESSIONALS											
TECHNICIANS											
SALES											
OFFICE & CLERICAL											
CRAFTSMEN SKILLED											
OPERATORS (SEMI-SKILLED)											
LABORERS (UNSKILLED)											
SERVICE WORKERS											

**SSA SPANISH SURNAMED AMERICA

SECTION _____ NAME OF OFFICER OF FIRM _____

F SIGNATURE OF OFFICER _____

DATE _____

**TOWN OF WETHERSFIELD
Department of Finance**

NON COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Wethersfield to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and sworn to me this ____ day of _____, 20 ____.

Notary Public
My Commission Expires

APPENDIX I

TOWN OF WETHERSFIELD

INSURANCE AND INDEMNITY REQUIREMENTS

The Contractor shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure the Contractor's obligations under this contract with an insurance company or companies with an AM Best Rating of A-: VII or better licensed to write insurance in Connecticut and acceptable to the Town of Wethersfield. Where no insurer so licensed in Connecticut will provide the required coverage, the insurer shall, at minimum, be approved to do business in Connecticut (listed on the current "White List" of the Connecticut Insurance Department).

As to all insurance required, the insurer shall provide the Purchasing Agent, Town of Wethersfield, with Certificates of Insurance prior to the execution of this contract, describing the coverage and providing that the insurer shall give the Town of Wethersfield written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Deductibles and self-insurance shall be declared in the Certificate of Insurance and are subject to the approval of the Town of Wethersfield.

Such insurance or renewals or replacements thereof shall remain in force during the Contractor's responsibility under this Agreement. The kinds and amounts of such insurance coverage shall not be less than the kinds and amounts designated herein, and the Contractor agrees that the stipulation herein of the kinds and minimum amounts of insurance coverage, or the acceptance by the Town of Wethersfield of Certificates of Insurance indicating the kinds and limits of coverage shall in no way limit the liability of the Contractor to any such kinds and amounts of insurance coverage.

1. Contractor agrees to indemnify and save harmless the Town from loss, expense, damage or injury caused or occasioned, directly or indirectly, by its failure to comply with any of the following:
 - a. The furnishing and paying for all necessary permits, licenses and inspection fees as called for in the plans, specifications and addenda as being his responsibility.
 - b. The payment of all royalty and license fees and the defense of all suits or claims for infringement of any patent rights pertaining to work furnished by the Contractor.
 - c. The payment of any loss or damage arising from any defects in materials or workmanship for a period, and to the extent, as set forth in the plans, specifications and addenda, or for a period of one year from date of acceptance, whichever is greater.

The Contractor agrees that, to the fullest extent permitted by law, it shall hold harmless and indemnify the Town and all of its officers, agents and employees (hereinafter collectively called the "Indemnitees") and shall defend and protect the Indemnitees from and against any and all loss, cost, liability, claim, damage and expense including, without limitation, reasonable attorney's fees and expenses, incurred in connection with or arising from or alleged to have occurred in connection with or arisen from (1) any injury, illness or death to any person or damage to any person or property occurring with respect to, in connection with or as a result of and to the extent caused by the negligent acts or omissions of the Contractor, its employees, subcontractors or any other person or entity for whose acts the Contractor may be liable, and (11) any litigation, whether material or immaterial, with respect to any negligent act or omission of the Contractor, its employees, subcontractors or any other person or entity for whose acts the Contractor may be liable, or with respect to or in connection with Contractor's performance or non-performance of its obligations under this agreement. As used above, the Contractor's duty to "defend and protect" shall be by counsel reasonably acceptable to the Town and "attorneys fees and expenses" shall include both reasonable attorney's and paralegals' fees and expenses. In case any action or proceeding be brought against any of the Indemnitees by reason of any such claim or liability, the Contractor, upon notice from the Town, shall protect and defend at the Contractor's sole expense such action or proceeding by counsel reasonably satisfactorily to the Town and the Town agrees to cooperate in such defense. The Contractor will pay any judgments entered against the Indemnitees or any of them after exhaustion of all appeals thereof as the Contractor shall reasonably determine to undertake. The Contractor will also pay all amounts payable in settlement or compromise of any such action or proceeding, and the Town agrees not to settle any such action or proceeding without the Contractor's consent, which will not be unreasonably withheld. In the event the Contractor shall fail to protect and defend any of the Indemnitees, the Town may undertake to protect and defend such Indemnitees and the Contractor shall pay to the Town, upon demand, all reasonable

costs and expenses incurred by the Town in connection therewith, including, without limitation, all reasonable attorneys fees and expenses.

2. The Contractor shall procure and maintain, at its own expense, the following insurance:

a. Worker's Compensation with minimum statutory limits on Employer's Liability Part B and Occupational Disease. Workers Compensation shall include waiver of subrogation in favor of the Town and alternate employer endorsement.

b. General Liability Insurance on an occurrence basis with minimum limits of:

\$1,000,000 Bodily Injury Per Occurrence

\$1,000,000 Property Damage

or

\$1,000,000 Combined Single Limit

The Town shall be listed as an additional insured as regards both premise operations and products/completed operations.

Coverage shall include Broad Form Property Damage, Contractual Liability and Completed Operations coverage, Professional Liability where applicable and such other insurance as the Town may require. The Town requires that these aggregate limits be maintained by the Contractor as required. Contractors insurance shall be primary and non-contributory and include waiver of subrogation. It is the responsibility of the Contractor or his representative to notify the Town if ever or whenever the policy limits go below those required above. If the aggregate limits include defense costs, the Town should be so notified. It is the responsibility of the Contractor and his insuring agent to provide the Town with current certificates throughout the contract period, keeping the required limits in full force and effect. The Town of Wethersfield reserves the right to modify or change the requirements at any time if it is in the best interest of the Town to do so.

c. Auto Liability Insurance with minimum limits of:

\$1,000,000 Bodily Injury

\$1,000,000 Property Damage

or

\$1,000,000 Combined Single Limit

All insurance shall be evidenced by a certificate of insurance showing the Contractor's insurance is in force and the carrier shall notify the Town that the policies will not be canceled with less than 30 days written notice to the Contractor. Contractors Insurance shall be primary and non-contributory and include waiver of subrogation.

3. On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Contractors Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows:

The Town of Wethersfield, The Wethersfield Board of Education (where appropriate), and its respective officers, agents and servants.

4. Professional Liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Council, Accountants, Actuaries, Agent of Record).

Additional Coverage and Limits may be required based upon the particular services contracted.

5. Property Insurance

- a. Town shall purchase and maintain property insurance upon the Work at the site of the full insurable value thereof (subject to such deductible amounts as may be provided in the Supplementary Conditions or as required by law). This insurance shall include the interests of the Town, Contractor, Subcontractor and Engineer in the Work; shall insure against the perils of fire and extended coverage; shall include "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage, and such other perils as may be specified in the Supplementary Conditions; shall include damages, losses and expenses arising out of or resulting from any insured loss or incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers, architect, attorney and other professionals). If not covered under the "all risk" insurance or otherwise provided in the Supplementary Conditions, Contractor shall purchase and maintain similar property insurance on portions of the Work stored on or off site or in transit when such portions of the Work are to be included in an Applications for Payment.
 - b. Town shall purchase and maintain such boiler and machinery insurance as may be required by the Supplementary Conditions or by law. This insurance shall include the interest of the Town, Contractor, Subcontractors and Engineer in the Work, but only to the extent required by the Supplementary Conditions or by law.
 - c. Town shall not be responsible for purchasing and maintaining any property insurance to protect the interests of the Contractor or Subcontractors in the work to the extent of any deductible amounts that are provided in the Supplementary Conditions. The risk of loss within the deductible amount shall be borne by the Contractor, and if Contractor wishes property insurance coverage within the limits of such amounts, Contractor may purchase and maintain it at Contractor's own expense.
 - d. If Contractor requests in writing that other special insurance be included in the property insurance policy, Town shall, if possible, include such insurance, and the cost thereof shall be charged to Contractor by appropriate Change Order. Prior to commencement of the Work at the site, Town will in writing advise Contractor whether such other insurance has been procured by the Town.
 - e. The policies of insurance required shall contain a provision that in the event of payment for any loss under the coverage provided, the insurer will have no rights of recovery against any of the parties enumerated. It is the intention of the Owner and Contractor that the policies shall protect all of the enumerated parties and be primary coverage for any and all losses covered by the insurance described.
6. Waiver of Rights: Town and Contractor waive all rights against each other and the Subcontractors and their agents and employees and against Engineer and separate contractors (if any) and their subcontractors' agents and employees, for damages caused by fire or other perils to the extent covered by insurance provided, or any other property insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance held by Owner as trustee. Town shall require similar waivers in writing from each Subcontractor; each such waiver will be in favor of all other parties enumerated.
 7. Receipt and Application of Proceeds: Town as trustee shall have power to adjust and settle any loss with the insurers. Any insured loss under the policies of insurance shall be adjusted with Owner and made payable to Town as trustee for the insured, as their interests may appear, subject to the requirements of any applicable mortgage clause. Town shall deposit in a separate account any money so received, and he shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof and the Work and the cost thereof covered by an appropriate Change Order.

Other Conditions

Claims Made Coverage Guidelines - General or Professional Liability

The Town requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract's inception.

The Town requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits.
2. Advance of any retroactive dates.
3. Cancellation or non renewal. Prior 30 day notice.

The Town requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the Town of Wethersfield is necessary and the Town retains the right to require that the extended reporting period be invoked by the Contractor at his/her expense. The Town requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is canceled or not renewed, the Contractor must invoke the tail coverage option, at no expense to the Town but rather at the expense of the Contractor, in order to adequately assure that the policy meets the above requirements.

If, at any time, any of the said policies shall be or become unsatisfactory to the Town, as to form or substance, or if a surety issuing any such shall become unsatisfactory to the Town, the Bidder shall promptly obtain a new policy, submit same to the Purchasing Agent for approval and submit a certificate thereof as hereinabove required. Upon the failure of the Bidder to furnish, deliver or maintain same, this contract, at the election of the Town, may be forthwith declared suspended, discontinued or terminated. Failure of the Bidder in the above shall not relieve same from any/all liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Bidder concerning indemnification.

In the event that claims in excess of these amounts are filed by reason of any operations under this contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due the Bidder until such time as the Bidder shall furnish such additional security covering such claims as may be determined by the Town.

Note: Proof of insurance in accordance with these specifications must accompany bid submission.

APPENDIX II

ORDINANCE PROVIDING FOR LOCAL PREFERENCE

TOWN BASED BUSINESS

The term “town based business” shall mean a business with a principal business located within the Town of Wethersfield. A business shall not be considered a town based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Wethersfield. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than ten (10) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than ten (10) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Wethersfield, may result in your disqualification as a local vendor and ineligibility for contract award.

RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX III

AFFIDAVIT PURSUANT TO THE
ORDINANCE PROVIDING FOR LOCAL PREFERENCE

(It is not necessary to submit this form unless you are a Wethersfield Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a “town based business”, pursuant to those conditions delineated in the Town of Wethersfield’s Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

APPENDIX IV

TREE PROTECTION

1. **PURPOSE**

- (a) The purpose of these specifications is to provide guidelines for the preservation of beneficial urban or community trees during the construction and installation of underground utilities and/or road or sidewalk improvements.

2. **GENERAL**

- (a) Trees located near construction and excavation projects are impacted in two major areas; above ground impacts are trunk injuries and broken branches. Corrective treatments are directed to the trunk or branches as needed. However, damage to a tree's root system is not obvious and not easily treated. The underground portions of a tree are just as important as the above ground parts. The roots of a healthy tree will extend anywhere between one and one-half to three times the tree's height. This distance can be considered as the tree's root zone. Anytime construction enters within the drip line of a tree, you are operating in the Critical Root Zone of that tree. Trenching within the drip line of a tree can sever 30% - 50% of the trees root system, depending how close it is to the tree's trunk. Soil compaction by heavy equipment and general operations will further diminish the tree's ability to sustain itself. The following specifications are provided to preserve street trees during construction and to reduce tree mortality due to construction and to reduce tree mortality due to construction impacts.
- (b) Wood products with pentachlorophenol and creosote are not permitted near trees.
- (c) Alkaline clays or limestone should not be used as fill or paving near trees.
- (d) Concrete should be mixed in thick plastic tarp or outside the site.

3. **IMPLEMENTATION**

- (a) Protection and repair of impacts to above ground portions of street trees.
 1. Prior to beginning any construction activities a CT Licensed Arborist or tree service should remove all trees designated for removal and, where appropriate, the Arborist or tree service should prune tree branches for Crown Elevation and Safety Pruning. The minimum pruning height may be increased if large trenching equipment may damage higher limbs and branches. This will reduce the possibility of breaking or damaging limbs with equipment during construction. Also, at this time, the Arborist or tree service should prune (thin) all trees identified to be significantly impacted by the construction and designated for protection. This will reduce leaf surface and help to compensate for root loss. The extent of pruning should be proportional to the amount of root system impacted. If the trees to be pruned are on private property, approval of the property owner must be obtained prior to the work.
 2. During construction, extreme care should be exercised to avoid equipment damage to the tree trunks and lower branches. Damaged or broken branches and tree trunk injuries should be reported to the Engineer and be professionally treated as soon as possible.
 3. Where designated by the Engineer and prior to construction, trees requiring protection shall be fenced off and/or the trunks protected from equipment damage.
 4. All pruning or treatment for damaged trees shall be approved by the Engineer.
- (b) Root Zone Protection:
 1. Before beginning any construction activities, trees to be retained shall be protected with fencing. The purpose of the fencing is to prevent root damage to soil compaction. Soil compaction can be caused by heavy equipment, truck traffic, and stockpiling fill or other construction materials on the root system of a tree. As much of the tree's root zone as possible should be fenced off. The minimum area to be fenced off would be that area within the drip line of the tree; otherwise known as the Critical Root Zone. The fencing should be highly visible, of sturdy construction, and at least four feet high. Fences may be snow fence, synthetic fabric, or plastic fence. If traffic

over tree roots is unavoidable, contractor shall furnish and spread several inches of wood chips on the soil or install a root system bridge.

2. Any excavation within the Critical Root Zone will be done carefully so as to minimize damage to tree roots. No more than 25% of roots within drip line of tree shall be disturbed. In no case are tree roots to be ripped, torn or crushed during excavation. Bulldozers and backhoes are not acceptable means for root cutting. Instead, all tree roots with a diameter of one-half (1/2) inch or larger shall be cut cleanly with sharp lopping shears. Tree roots too large for lopping shears may be cut with a power cutoff saw equipped with a fiber masonry blade. Roots must be protected from sunlight and drying action, and covered with soil, mulch or damp burlap. Following such root pruning, backfill adjacent to the roots shall be good-quality topsoil mixed with an equal amount of peat moss. Excavated roots will be backfilled with soil as soon as possible following pruning to prevent moisture stress; and in no case will roots be left exposed longer than the end of the work day on which they were first uncovered.
3. Immediately after construction, all existing affected trees within the project area shall be fertilized by high pressure liquid injection method with a slow release (5-30-30) organic fertilizer mixed with an organic root growth enhancer, at rate of 75 gallons per 1,000 square foot root area (12 lb. fertilizer per 100 gallons of water). Trees shall be regularly watered if rainfall is inadequate during construction.

(c) Tree Removal and Replacement

1. Where existing trees are shown on the plans to be removed, the Contractor shall remove the tree only if it has been posted and marked for removal by the Town of Wethersfield Tree Warden. The trees shall be removed by a qualified Arborist or an experienced tree removal firm. The tree trunk shall be cut, as close to the ground surface as possible and the stump shall be ground to a point at least 12 inches below the ground surface. All wood and debris shall be removed from the site and disposed of in a proper manner.
2. The plans may designate that new trees be planted in available space within the street right-of-way or within easement areas. If new trees are to be planted, the trees shall have a minimum caliper and height called for in the plans.
3. Tree removal and planting shall be paid at the unit price bid for the appropriate item in the Bid Form.

(d) Tree / Shrub Lifting Replanting

1. Where designated on the Construction Drawings, certain trees and shrubs shall be temporarily lifted from their current position and transplanted back to their original or to new locations.
2. By utilizing a large "tree spade", relatively small trees and shrubs (ranging from 1" to 10" caliper measurement) can be lifted, the trench excavated, the pipe installed, the trench backfilled and the tree/shrub reset as a series of operations over a generally short period of time. It is essential that the following specifications are followed exactly to ensure that any additional damage is not done to the trees above and beyond the impact of the planned excavation.
3. Tree Lifting: A large size tree space capable of moving trees 10" DBH should be utilized. This type of equipment can dig and lift trees and shrubs while preserving a large volume root ball. While the tree spade is holding the tree and root ball, the trench can be excavated, the sewer line can be installed, and the trench can be partially backfilled. It is important that the backfill is properly compacted for the replanting of the tree so that the tree will not settle. If the tree is allowed to settle or lower its position relative to its original grade, the development of the tree will be affected.
4. Tree Re-Planting: Once the tree is replaced in its original position in the landscape, the tree planting hole shall be backfilled in a zone two feet wide adjacent to the root ball with the original topsoil removed from the trench that has been mixed with an equal amount (50 – 50) with peat moss. Excavated trees must be backfilled the same day to prevent drying. If the planting or backfilling is delayed, the tree shall be watered as recommended by the Arborist.
 - a. The tree shall then be staked in a triangular configuration to ensure stability.
 - b. The tree or shrub shall be thoroughly watered at the time of replanting and watered at least weekly for an amount equivalent of 1" of rain.

5. Tree Fertilization and Aeration.
 - a. Because the root system of the tree has been diminished by transplanting, it is important to fertilize the tree to provide a nutrient rich environment for re-growth.
 - b. Immediately after construction this tree shall be fertilized by high-pressure liquid injection method with a slow release organic fertilizer mixed with an organic root growth enhancer.
 - c. The following rates will apply:
12 lbs. of Doggett 5-30-30 tree fertilizer (or approved equivalent) per 100 gallons of water. Apply 75 gallons of this mixture per 1,000 square feet of available root area. Soil injection should be 8-12 inches deep using an injector probe at 150 – 200 lbs. Pressure. Injection shall begin two feet out from the trunk of the tree and be spaced two and a half feet apart, injecting on a grid extending to the outer most limit of the root ball.
 6. The cost of the designated tree/shrub lifting and re-planting shall be included in the price bid for the respective bid item.
- (e) Root Barrier Installation: Prior to the construction of sidewalks, a root barrier shall be installed along sidewalks, adjacent to all trees, which are to remain. The length of the root barrier required shall be as recommended by the Arborist or as directed by the Engineer. In no case shall the length of the root barrier be less than 12 feet. Unless otherwise directed by the Engineer, root barriers shall have a minimum depth of 24 inches. Root barriers shall be Model No. UB24-2 manufactured by Deep Root Corporation, or approved equivalent. Payment shall be per square foot of root barrier when the item appears in the Bid Form.
- (f) Compensation for Damaged or Destroyed Trees: The Town of Wethersfield Tree Warden will evaluate the condition of each tree within the project area and calculate the dollar value of the damage done to each tree during construction. The total value of the tree damage will be deducted from the Contractor's final payment.

TOWN OF WETHERSFIELD
Purchasing Office
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CT 06109

“NO BID” RESPONSE

Name of Bid/RFP/RFQ: _____

Date of Bid Opening: _____

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced Public Bid, RFP or RFQ.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No _____

Company name _____

Mailing address _____

Your name _____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Wethersfield
Attn: Purchasing Office
505 Silas Deane Highway
Wethersfield, CT 06109
Fax: 860 721-2997

E-mail: tammy.ohanesian@wethersfieldct.com

Thank you for your response.