

MEMO

TOWN OF WETHERSFIELD

FINANCE DEPARTMENT

TO: Plan Review Company

FROM: Town of Wethersfield Finance Department

RE: Air Conditioning Addition to the Pitkin Community Center Bid (#2011-13)

DATE: February 9, 2012

Attached are excerpts from bid documents for the addition of a rooftop air conditioning unit for the gymnasium at the Pitkin Community Center at 30 Greenfield Street. Bids will only be accepted from contractors who have purchased the full set of bidding documents as described in the invitation to bid. Other bids will not be accepted. Bid proposals will be accepted until 2:00 p.m. on February 22, 2012. An optional pre bid walk thru will be held on Friday, February 10, 2012 at 9:00 am. at the Pitkin Community Center.

Scope of work includes the addition of a 20-ton rooftop air conditioning unit and all the electrical and mechanical connections and structural enhancements. The construction budget is estimated at \$46,000-\$56,000. A Bid Bond, Performance Bond and Materials Bond will be required for this project.

WILLIAM J. PITKIN COMMUNITY CENTER 9/11 MEMORIAL SPORTS CENTER

WETHERSFIELD, CONNECTICUT

ARCHITECT'S PROJECT # 3011-003A
TOWN OF WETHERSFIELD BID # 2011-13

AIR CONDITIONING ADDITION

PROJECT SPECIFICATIONS

February 22, 2012

ARCHITECT

Friar Associates
281 Farmington Avenue
Farmington, CT 06032

MECHANICAL – ELECTRICAL ENGINEER

Friar Associates II, LLC
281 Farmington Avenue
Farmington, CT 06032

**WETHERSFIELD PARKS AND RECREATION DEPARTMENT
AIR CONDITIONING ADDITION TO THE PITKIN COMMUNITY CENTER
INVITATION TO BID**

The Town of Wethersfield, will be accepting bid proposals for the Wethersfield Parks and Recreation Department Air Conditioning Addition to the Pitkin Community Center at the following location:

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

Bid Documents may be obtained on or after February 6, 2012 at the Finance Department, 2nd Floor, Wethersfield Town Hall, 505 Silas Deane Highway, Wethersfield, CT.

There is a non-refundable price of **\$100.00** for each set of bid documents. Two sets per bidder may be obtained. **Only cash, certified checks, bank checks or money orders will be accepted. No personal or company checks will be accepted.** Make checks payable to the "Town of Wethersfield". Partial sets will not be made available.

Sealed bid proposals must be ***submitted as one original and three copies*** on designated forms and in designated envelopes. **Bids will be received by the Town of Wethersfield, Finance Department, 2nd Floor, Wethersfield Town Hall, 505 Silas Deane Highway, Wethersfield, CT 06109, until 2:00 p.m. on February 22, 2012** at which time they will be publicly opened and read aloud. Bids received after the date and time specified will not be accepted.

A Bid Bond of ten percent (10%) of the bid amount is required. The selected bidder will be required to post Performance, Payment and Materials Bonds in the full amount of the Contract Sum.

Plans and specifications may be reviewed at the following location:

Dodge Plan Room
101 Corporate Place
Rocky Hill, CT 06067

There will be an optional pre-bid walk through on February 10, 2012 at 9:00 a.m. located at 30 Greenfield Street, Wethersfield, CT.

The Town of Wethersfield, after review of all factors, including the terms and conditions, qualifications and price, reserves the right to accept or reject any and all bids, or any part thereof, or waive defects in the same, or accept any proposal or combination of proposals deemed to be in the best interest of the Owner. All bid documents must be completely filled out when submitted. Bids must be firm for a period of 90 days following the bid opening date. Bid withdrawal may be made only with the consent of the Town of Wethersfield.

Finance Director
Town of Wethersfield

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Work covered by the Contract Documents.
 - 2. Type of the Contract.
 - 3. Use of premises.
 - 4. Owner's occupancy requirements.
 - 5. Work restrictions.
 - 6. Specification formats and conventions.
- B. Related Sections include the following:
 - 1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Wethersfield Community Center – 9/11 Sports Memorial, Wethersfield, CT.
 - 1. Project Location: Greenfield Street, Wethersfield, CT.
- B. Owner: Town of Wethersfield, Wethersfield, CT
 - 1. Owner's Representative: Kathleen Bagley, Director of Parks and Recreation (860) 721-2890.
- C. Architect: Friar associates inc. 281 Farmington Ave., Farmington, CT (860) 678-1291
- D. The Work consists of the following:
 - 1. The Work includes, selective demolition, mechanical, plumbing and electrical improvements.

1.4 TYPE OF CONTRACT

- A. Project will be constructed under a single prime contract.

1.5 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations as indicated on Drawings by the Contract limits.
- B. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits: Confine constructions operations to building areas where work is required.
 - 2. Owner Occupancy: Allow for Owner occupancy of Project site and use by the public.
 - 3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.

1.6 OWNER'S OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

1.7 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours, Monday through Friday, except otherwise indicated.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
 - 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 - 2. Do not proceed with utility interruptions without Owner's written permission.
- C. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet (8 m) of entrances, operable windows, or outdoor air intakes.

1.8 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "MasterFormat" numbering system.
1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
 2. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

1.9 MISCELLANEOUS PROVISIONS

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000