



# NEWINGTON PUBLIC SCHOOLS

200 GARFIELD STREET · NEWINGTON, CONNECTICUT 06111  
TEL: 860.667.2000 · FAX: 860.665.8616 · WWW.NPSCT.ORG

## INVITATION TO BID

Sealed bids will be accepted for **Newington High School Lobby Improvements** until **Friday, October 20, 2023 at 2:00pm** in the Business Office of the Newington Board of Education, 200 Garfield Street, Newington, CT. Bids will be opened at that time.

There will be a non-mandatory pre-bid meeting on **Friday, October 6 at 2:45pm** at Newington High School, 605 Willard Ave, Newington, CT. Any specifications and/or drawings will be available for download from the District website by October 5th.

The bid encompasses the fabrication and installation of door/storefront frames and glass for use in upgrading the security of the main entry lobby (SE entrance) to the school. General specifications and other bid data may be obtained from the Newington Board of Education web site: [https://www.npsct.org/resources/current\\_bid\\_opportunities](https://www.npsct.org/resources/current_bid_opportunities), or at the above address.

The Board of Education reserves the right to reject any or all bids in the best interest of the Town of Newington and its school department.

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Lucian G. Jachimowicz  
Chief Finance & Operations Officer

## **Project Summary**

Through these General Requirements the Newington Public School System will contract for improvements to the Newington High School SE vestibule. Newington Board of Education facilities associated with this project are as follows:

- Newington High School, 605 Willard Avenue, Newington, CT

## **Installation Requirements**

The successful bidder must provide all necessary tools, equipment, scaffolding, ladders, and materials (if applicable) needed to complete the assigned tasks. The successful bidder is responsible for their own trash disposal. Trash is not to be placed in Board of Education dumpsters. The delivery and storage of materials should be coordinated with the Head Custodian.

## **Warranty Requirements**

All parts and labor shall be warranted for ten years from the date of acceptance by the Newington Board of Education of work performed.

## **Pre Bid Meeting**

There will be a non-mandatory pre-bid meeting **Friday, October 6, 2023 at 2:45pm** at Newington High School, 605 Willard Avenue, Newington. Drawings and specifications will be available for download through our website ([https://www.npsct.org/resources/current\\_bid\\_opportunities](https://www.npsct.org/resources/current_bid_opportunities)) by October 5<sup>th</sup>.

## **Bid Deadline/Award:**

Bids will be accepted until **Friday, October 20, 2023 at 2:00pm** in the Business Office of the Newington Board of Education, 200 Garfield Street, 3<sup>rd</sup> Floor. The Newington Board of Education intends to award contracts for some portion/all of this work by **October 31, 2023**. All prices must be held until **November 30, 2023** in the event there is a delay in the bid award.

## **Obtaining Bid Information from Newington Board of Education Web Site**

It is the responsibility of prospective bidders to notify the Newington Board of Education Chief Finance & Operations Officer at (860) 665-8640 of the fact that specifications were obtained from the web site. With this information, the Newington Board of Education will be able to notify prospective bidders of any clarifications to the bid specifications and/or the issuances of addenda to the bid package prior to the date of the bid opening. Failure to notify the Chief Finance & Operations Officer that specifications were obtained from the web site may result in supplemental information not being communicated to a prospective bidder. As a result, any irregularity in a bid submission (e.g. an addendum is not acknowledged) could result in the disqualification of the bid.

**Newington Board of Education  
General Specialty Repair Services  
General Specifications**

**Section I – Specifications Common to all Work**

**Certification:**

The contractor(s) awarded work under this contract must be certified and/or licensed in their specialty/trade if required. All job site employees of the contractor assigned to Newington School System work must also be certified and/or licensed, if appropriate.

**Liability Insurance:**

See Standard Instructions to Bidders for basic coverage requirements. The Town of Newington and the Newington Board of Education must be named as additional insured on the contractor's liability insurance policy to the coverage levels specified. Insurance coverage shall remain in full force for the duration of the contract term.

**Nondiscrimination:**

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

**Codes/Standards:**

All work shall be performed in accordance with all applicable federal, state, and local safety and building code standards. The contractor shall obtain all necessary permits. There is currently no cost to a contractor for permits for work done in Newington Public Schools.

**Safety:**

The contractor shall take all reasonable precautions to ensure the safety of workers, town employees, and the general public at all times. This shall include, but not be limited to, adherence to OSHA standards for lock out/tag procedures, and adherence to the Town's confined space requirements, and any Hazard situation encountered.

### **Hold Harmless:**

The Contractor agrees to indemnify, defend, and hold harmless the Town of Newington, the Newington Board of Education, its respective officers, employees, agents and/or servants against all demands, claims, actions, or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs, and reasonable attorney's fees, asserted against, resultant to, imposed upon, or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal (including property of the Town of Newington or its respective officers, agents and servants), caused in whole or in part by the acts or omissions of the Contractor, any subcontractor, any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

## **Section II – Project Specifications**

### **Newington High School Main Lobby Improvements:**

Prospective bidders will provide prices for three (3) distinct tasks that are part of this bid opportunity. They are A) replacement door frames/storefronts and glass work on the south side of the NHS Lobby, B) interior glass panels for the Security enclosure in the NHS vestibule, and C) replacement glass panel for the three (3) interior door sets (including fixed panel sections between the door sets) within the NHS Lobby (**Item C is an Alternate**). Pricing for all parts shall include installation.

The demolition and removal of existing doors and windows will be the responsibility of the contractor working directly for the Board of Education and is out-of-scope for the purposes of this bid opportunity. Any necessary hazardous material abatement will be the responsibility of other contractors on the project. The successful bidder is responsible for coordinating their efforts with the general contractor assigned to the project by the Board of Education. The general contractor will inspect the work and determine the completeness and quality of work performed by the successful bidder. The general contractor will determine when the final work is acceptable.

This bid opportunity is for three aspects of a more complex project. The winning bidder will perform installation in accordance with the overall schedule of the project. The specific installation timeframe for the door frames/storefronts will be determined once all finished components are ready for installation by the successful bidder. For the door frames/storefronts on the south side of the NHS lobby it is anticipated that installation will occur on the same day that the existing door frames/storefronts are removed. This will require coordination with the hazardous materials contractor and general contractor for the project. The successful bidder should anticipate that work will extend past typical working hours for this part of the work and any costs incurred related to an extended work day should be factored into the bid price.

#### **Base Bid: Parts A and B of the Project Specifications Above**

Non-insulated School Guard Glass, type SG5, by LTI Smart Glass, Pittsfield, MA, (844) SG-GLASS, within interior aluminum entrances and sidelights as indicated herein and on the drawings (pages 3-5) as: **Glass Type: SG5.**

#### **Alternate Bid: Part C of the Project Specifications Above**

If financial resources are available, the Board of Education will replace selected glass panels of existing interior doors in the NHS Lobby. This will include three door sets and the associated fixed glass panels between door sets. Please reference pg. 5 of the plan drawings.

Detailed specifications for this project may be found on the District website at ([https://www.npsct.org/resources/current\\_bid\\_opportunities](https://www.npsct.org/resources/current_bid_opportunities)) and are hereby incorporated by reference. Any inconsistencies between the written scope of work in this document and the official architectural plans shall be resolved in favor of the architectural plans.

Newington Public Schools  
200 Garfield Street  
Newington, CT 06111

**NONDISCRIMINATION STATEMENT**

Date\_\_\_\_\_

The employment policies and practices of \_\_\_\_\_  
(Vendor)  
are to recruit and employ qualified job applicants without discrimination based on sex, race,  
color religion, age, marital status, ancestry, national origin, past history of mental disorder,  
mental disability or physical disability or other basis in any manner prohibited by the laws of the  
United States, the State of Connecticut, or the Town of Newington.

\_\_\_\_\_  
(Signature)

**MUST BE ENCLOSED WITH BID**

**STANDARD INSTRUCTIONS TO BIDDERS**  
**SERVICES, SUPPLIES, MATERIALS AND EQUIPMENT**

These instructions are standard for all bid opportunities issued by the Newington Board of Education for the purchase of all services, supplies, materials, and equipment. The Board of Education may delete, supersede or modify any of these standard instructions for a particular bid by indicating such changes in the section titled “Special Instructions to Bidders”.

1. The bidder must sign the attached bid submission form with full knowledge of, and in agreement with, the general specifications, conditions, and requirements of this bid.
2. Return one (1) copy of the bid submission form in a sealed envelope.
3. Place the Bid Submission Form and the signed Nondiscrimination Statement in an envelope marked with bidder’s name and address on the upper left-hand corner.
4. Bids should be addressed to Lucian G. Jachimowicz, Business Administrator, Newington Board of Education, 200 Garfield Street, Newington, CT 06111. Clearly mark the envelope with the title of the bid and the date and time of the bid opening.
5. Bids received later than the time and date specified for the bid opening will not be considered. Responses to bid opportunities not consistent with the outline of the bid submission form will be considered non-responsive. Any material difference of the bid response from the bid submission form outline is grounds for possible disqualification from the bid. Amendments to the bid proposed by the respondent will not be considered. Withdrawal of a bid after the bid opening is allowed if done in writing by the respondent.
6. Bidders may be present at the opening of bids unless Town Hall is operating in a limited capacity due to COVID-19 restrictions.
7. The Board of Education reserves the right to reject any and all bids, waive technical defects, and make awards by item or total as may be in the best interest of the Town. If a bidder desires to bid on an “all or nothing” basis, he shall so indicate on the bid schedule. When an “all or nothing” bid is submitted, the bidder must bid on every item on the bid schedule.
8. The successful contractor must carry Workmen’s Compensation and Public Liability and Property Damage Insurance, including Contingent and Contractual Liability, as required by the General Laws of Connecticut and the Town of Newington, and must assume all risks of damage or injury to persons or property in connection with the work. The amounts for contractor’s liability coverage shall be no less than the following:
  - General Liability - Bodily Injury \$500,000 per person; \$1,000,000 aggregate
  - Property Damage - \$250,000 per occurrence; \$500,000 aggregate
  - Contractual Liability - Same as above.
  - Property Damage - Automobile - \$1,000,000 each occurrenceProof of insurance coverage in force is required before work can proceed.



9. All deliveries of commodities acquired through this bid opportunity shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut.
10. If applicable, the bidder shall provide unit prices and extend a total price for each item. In the event there is a discrepancy between the unit price and the extension, the unit price will govern.
11. Purchases made by the Board of Education are exempt from the payment of Federal Excise Taxes and the Connecticut Sales Tax. Such taxes must not be included in bid prices. Federal Excise Tax Exemption Certificates, if requested, will be furnished.
12. Unless otherwise stated, deliveries must consist of new merchandise.
13. Prices quoted shall be net delivered prices to the department(s) or school(s) at destination(s) indicated in "Special Instructions to Bidders".
14. Payment terms are net 30 days.
15. If applicable on the bid submission form, bidders shall submit terms for prompt payment discounts identifying the discount percentage that shall apply to invoice amounts if paid within the stated number of days.
16. The Board of Education may withhold acceptance of or reject any merchandise that is found, upon examination, not to meet the specification requirements. When rejected, the contractor (vendor) shall remove it within 10 days after notification of rejection.
17. If the bid schedule indicates that an item to be purchased is to be "as specified" or "equivalent", the bidder may offer an alternate item(s) for consideration as an "equivalent". This item(s) is then subject to evaluation by Newington Board of Education personnel and/or consultants. This evaluation will determine if the item(s) can be certified as "equivalent" in quality, performance, and other essential characteristics to the bid standard. All "equivalents" proposed must be submitted 14 days prior to bid opening to allow adequate time for evaluation. The bidder must furnish any information such as specifications, test results, etc. in order for the Newington Board of Education to certify that the proposed item is "equivalent". Decisions for "equivalents" will be made no later than 2 days prior to the bid opening. The Newington Board of Education will notify the bidder of the acceptance or rejection of the proposed "equivalent" at that time. Failure by the bidder to submit the necessary documentation in a timely fashion (no later than 7 days prior to bid opening) to support the "equivalent" claim will be grounds for unilateral rejection of the request.

**The bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, Executive Orders 11246, 11375, 11478, and, if applicable, The CT Fair Employment Practice Law**

**BID SUBMISSION FORM  
FOR NEWINGTON PUBLIC SCHOOLS**

**Newington High School Lobby Improvements**

The company identified below agrees to all of the conditions, specifications, and instructions contained in the attached specifications of labor and materials, and the Nondiscrimination Statement that comprise this bid submission and will provide the services and products designated therein as specified. Bids are due by Friday, October 20, 2023 at 2:00pm in the Business Office.

**Base Bid**

Prompt payment discount (if any) \_\_\_\_\_% \_\_\_\_\_days

Client references submitted: \_\_\_\_\_

Newington High School Lobby Improvements (w/o Alt):	\$
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Alternate Project: Interior Door Glass Replacement:	\$
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Anticipated delivery date of glass products: \_\_\_\_\_

The undersigned is submitting this bid without collusion with any other individual or corporation.

**SUBMITTED BY:**

Firm: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Name: \_\_\_\_\_

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

Acknowledgement of Addendum #1 \_\_\_\_\_ (if issued)  
(please sign)

Acknowledgement of Addendum #2 \_\_\_\_\_ (if issued)  
(please sign)