



## TOWN OF MANSFIELD

### Request For Proposal (RFP)

#### CDBG HOUSING

#### REHABILITATION PROJECT

#### **Submission Deadline:**

9:00am, Friday, October 23, 2020

#### **Mandatory Pre-Bid Walk Through**

48 Ridge Circle, Mansfield, CT

**THURSDAY, OCTOBER 15, 2020**

**9:00am**

#### **Submission Contact and Address:**

Jillene B. Woodmansee

Office of Planning & Dev.

4 South Eagleville Road

Mansfield, Connecticut 06268

[mansfieldct.gov](http://mansfieldct.gov)

AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY/ EMPLOYER, SECTION 3 CONTRACTORS AND  
MINORITY/WOMEN BUSINESS ENTERPRISES ARE ENCOURAGED  
TO APPLY

**TOWN OF MANSFIELD  
MANSFIELD, CONNECTICUT  
HOUSING REHABILITATION  
PROJECT**

**NOTICE OF BID**

Due to the current public health crisis, Mansfield Town Hall CLOSED TO THE PUBLIC. Phone 860- 429-3341 to drop off your bid on the same day it is scheduled to be opened, or mail bid to be delivered no later than the date it is to be opened. Prospective bidders and attendees of the mandatory pre-bid walk thru are required to undertake personal protective measures per CDC guidelines posted at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>.

In addition, prospective bidders are required to review and comply with the Housing Rehabilitation Guidelines relative to COVID-19. These Guidelines can be found at <http://www.mansfieldct.gov/DocumentCenter/View/9165/2020-Housing-Rehabilitation-Program-Guidelines-Final>. A hard copy of the Guidelines can be obtained by contacting Jillene Woodmansee at 860-429-3341 or [jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org).

Proposals will be accepted until 9:00am, Friday, October 23, 2020. Proposals received after that time will not be considered.

The Town of Mansfield hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and they will not be discriminated against on the grounds of race, color, national origin or sex, in consideration for an award. An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

If you intend to bid please notify Jillene Woodmansee, Planner 1, at (860) 429-3341 or by email at [jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org) so that you may receive any and all addendum.

To receive consideration bids must be in the hands of Jillene Woodmansee, or her authorized representative, no later than the day and hour mentioned above.

The Town of Mansfield reserves the right to accept or reject any or all bids; to waive any informality; or to accept any bid deemed in the best interests of the Town of Mansfield.

All bids shall be considered valid for a period of ninety (90) days.

Jillene Woodmansee  
Planner 1  
Town of Mansfield

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## INVITATION TO BID

The Owner and/or the Mansfield Housing Rehabilitation Program (HRP) acting as their agent will accept bids until "Bid Deadline Date" listed above (see *Submission* instructions).

Bidders must attend the mandatory pre-bid inspection to be held at the property for pre-qualified contractors to acquaint themselves with the site and all conditions which can affect their proposals. Clarifications, discrepancies and/or omissions before or after the walk-thru shall be expressed in writing or email by HRP prior to bid due date and shall be incorporated into the Specification Documents as an Addendum with copies sent to all bidders attending the site inspection. The awards will be made on the basis of a bid by the lowest credible bidder. Work will be underwritten to comply with the town's codes and lead practices to a standard that the Town would require on an unsubsidized owner.

1. A successful bidder will be selected by property owners on the basis of the items related to lead abatement, code compliance and hazardous waste removal, plus selected options, alternatives, and start time to completion. Labor, supplies, material, equipment, permits, taxes, fees and clearances must be included in the bid.
2. Itemized costs for categories must be broken down as lead, code, waste, and further broken down as windows, porches, doors within lead. See the HRP deduct policy regarding owner's assumption of household waste. Attach additional sheets if necessary. Itemize specification items where alternatives are requested. A contractor may suggest additional alternatives and can be added to the Alternative Section. When an Alternative is added, then the contractor must bid both the original line item and the alternative separately, so that they may be compared. (Label alternatives as a subset of the applicable specification number). Address questions to the Project Manager.
3. Bidder agrees to hold bids for 90 calendar days following the bid opening date.
4. Hazardous waste must be itemized and separately reimbursed on the basis of waste invoices only (a deduct policy). Kindly estimate a price for hazardous waste, as well as an itemized price for construction waste.
5. Bidder must sign and date the Contractor's Certification Form as a part of the proposal. Please note that general contractors with two unfinished projects may not bid on this job. Some contractors may be disqualified from bidding on this job because of past performance.

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## BIDDER'S INSTRUCTIONS

### 1. *Use of Bid Forms:*

The Contract Documents will be available at the pre-bid inspection and will consist of a blank Bid Form, Job Specifications, Addendums and or transmittal notices, if applicable. The Project Bid Form will be filled out, and submitted as the Bidder's proposal with each page complete, signed and dated. All bids must be submitted on the Project Bid Form. Any deviation from bid requirements and format will be cause for rejection of proposals. Additional information from the contractor may be required prior to the contract award.

### 2. *Addenda:*

Should changes to the Specification Documents be required prior to bid opening or closing, the bidder shall be notified on an Addendum. A copy of the Addendum must be signed and dated by the bidder and submitted with the Project Bid Form duly noted as part of the specifications.

### 3. *Alternates:*

Alternates must be numbered and lettered to relate to specification items to which they refer.

### 4. *Requirements:*

- a. A disclosure statement may be required from the bidder listing the name(s) of all officers of the company. In the event that the successful Bidder or subcontractor included under Bidder's bid proposal is delinquent in any payment due to the Town of Mansfield, then the delinquent amount due to town may be offset against the sums owed the contractor for work performed under a winning bid.
- b. The Owner may investigate as necessary to determine the ability of the Bidder to discharge a contract. The Bidder shall furnish the Owner with any information and data as may be required. The Owner may reject any bid if the Bidder fails to satisfactorily prove that he/she is properly qualified by experience and facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein, or if the bid is conditional in nature.
- c. Copies of all bid documents shall be made available to all interested persons for a fee if required. The fee determined by HRP will be refundable at the discretion of HRP.
- d. In the event that any Bidder wishes to protest the award of a bid or any procedure or act in the soliciting of bids, Bidder must do so in writing, and shall state the reasons and request a conference to address the protest. Said protest must be received by the HRP, within FIVE (5) business days after the mailing of Bid results or decisions.

### 5. *Submissions:*

All project bids shall be submitted addressed to the property owner, "c/o Mansfield Housing Rehabilitation Program", Attn: Jillene B. Woodmansee, 4 S. Eagleville Rd., Mansfield, CT 06268 Tel# (860) 429-3341. The envelope is to be sealed and plainly marked on the back with the address of the subject property. All bids must be received by the Bid Deadline. (Late bids will not be accepted)

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CONTRACTORS CERTIFICATION

The Contractor listed below certifies herewith, that, as of the date of this Bid Proposal submission, that they are a Pre-Qualified Bidder acceptable to Town of Mansfield Housing Rehabilitation Program, that they are certified as a Home Improvement Contractor and/or any additional licensing such as Lead Abatement Contractor by the State of Connecticut, and that they are presently covered by all of the insurance requirements of the Town of Mansfield Housing Rehabilitation Program, and satisfactory evidence of same has been submitted prior to bid deadline.

The Bidder understands and acknowledges that maintenance of Certification and Insurance coverages throughout construction phase is a condition of maintaining status as Qualified Contractor for the Town of Mansfield Housing Rehabilitation Program. The disruption of any qualification requirement will result in immediate termination of any/all contracts.

Bidder understands and acknowledges that acceptance of the Bid Proposal is conditional upon naming in the bid documents any proposed subcontractors he plans to use on the project, and if naming a State Certified Lead Abatement, Plumbing, Electrical, and any trade contractor, said contractor must be Pre-qualified with the Program, and that all subcontractors named also meet the insurance requirements. Bidder also acknowledges that incomplete responses are grounds for rejection of the bid proposal.

Attention is called to the fact that the bidder shall be required to provide that he/she will not discriminate against any employees or applications for employment because of race, creed, color, religion, national origin, ancestry, marital status, disability, age or sex.

The right is reserved, as the interests of the Owner and the HRP, may require, in rejecting any and all proposals or bids, to waive technical defects, and to accept or reject any and all items of any proposal or bid. The HRP, reserves the right to fund at the amount of the lowest bid by a qualified bidder. Bids will be chosen on the basis of the total, sub-totaled by lead abatement work, code compliance work, alternatives, and time frame for start of construction to completion.

This certification must be returned with each Bid Proposal.

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SECTION 01: NON-HAZARDOUS REHABILITATION/CODE CORRECTION  
 (See Housing Rehabilitation Specifications & Bid Form)

SECTION 02: LEAD PAINT SPECIFICATIONS  
 (See Lead Paint Risk Assessment & Housing Rehabilitation Specifications & Bid Form)

Item#	Brief verbal description (Include # of units)	#Units	+ or- Costs \$
Total			

SECTION 03: Alternatives & Owner Options (Use additional pages indicate add or subtract)  
 The owner reserves the right to choose any or none of these optional items.

Spec #	Brief verbal description (Include # of units)	#Units	+ or- Costs \$
Total			

SECTION 04: Owner Options (Attach additional pages if needed & indicate Add or Subtract)

Spec #	Brief verbal description	#Units	+ or- Costs \$
Total			\$

SECTION 05: Waste (For each line item, specify type of container and its segregated volume.)

Spec #	Brief verbal description	Disposal Type	#Units	+ or- Costs \$
	Non-Hazardous	10yd<, 15 yd., 30yd.		
	Lead Waste	Land Fill, TCLP, 10yds+		
Other	Hazardous Waste			
Total Waste Costs				\$
Rehab & Code Correction Subtotal				
Lead Abatement Subtotal				
Additional Items Subtotal				
<u>*(Base Bid must be as Specified)</u>		BASE BID TOTAL (Without Alternates)		\$

SECTION 06: Relocation

HRP assumes the Contractor will move/replace articles to/from the center of the room and cover them in conjunction with the rehabilitation. This cost is to be included in your general overhead. Please itemize below: Contractor acknowledges: (Circle Yes or No)?

Is relocation required: (Yes or No)? Vacancy from Date: \_\_\_/\_\_\_/\_\_\_ To Date: \_\_\_/\_\_\_/\_\_\_  
 Move, & protect contents: (Yes or No)? Cost/Unit: \_\_\_\_\_ Contact person: \_\_\_\_\_

SECTION 07: Site conditions

What conditions are required at the work site? DAYS COMPLETE THE PROJECT: \_\_

SUBCONTRACTORS

(Please ask subcontractors to submit HRP pre-qualifications forms.)

1. Phase(s) of Work: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Subcontractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Phase(s) of Work: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Subcontractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Phase(s) of Work: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Subcontractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of  
Addendum to Specifications

Addendum#	Brief verbal description	#Units	+ or- Costs \$

The contractor certifies that the contractor is prepared with the necessary capital, material, and equipment to conduct the work contracted at 310 Mansfield City Road Mansfield, to the satisfaction of the property owner and the Program Manager of the Mansfield Housing Rehabilitation Program Contractor Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Type or print signature name: \_\_\_\_\_ Owner Initials: \_\_\_\_\_

PRE-BID WALK THROUGH CONTRACTOR REGISTRATION

Address: 48 Ridge Circle  
Date: Thursday, August 15, 2020  
Time: 9:00 AM

Company Name	Onsite Person & Position	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

CHANGES & NOTES:

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BID OPENING ATTENDANCE RECORD

PROPERTY ADDRESS: 48 Ridge Circle

DATE: Friday, October 23, 2020 TIME: 9:00 AM

The following are the Bid Results for the property listed above opened on above date and time.

<u>COMPANY NAME</u>	<u>AMOUNT BID</u>	<u>IN ATTENDANCE</u>
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	

OPENED BY: \_\_\_\_\_  
A) \_\_\_\_\_ B) \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_

LOW BID: \$ \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_