

PROJECT INFORMATION

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project Name: Clara Martin East Valley Academy Ventilation Upgrades,
579 Vermont Route 14
East Randolph, Vermont 05041
- B. The Owner, hereinafter referred to as Owner: Clara Martin Center

1.02 NOTICE TO PROSPECTIVE BIDDERS

- A. These documents constitute an Invitation to Bid to and request for qualifications from Mechanical Contractors to serve as the prime contractor for the construction of the project described below. Prime contractor to hire and oversee all subcontractors as necessary to complete the project described below.

1.03 PROJECT DESCRIPTION

- A. Summary Project Description: HVAC & Ventilation Upgrades. See Plans and Specifications.
- B. Contract Scope: demolition and renovation.
- C. Contract Terms: Lump sum (fixed price, stipulated sum), with incentives.

1.04 PROCUREMENT TIMETABLE

- A. Last Request for Substitution Due: 7 days prior to due date of bids.
- B. Last Request for Information Due: 7 days prior to due date of bids.
- C. Bid Due Date: 1-05-2024, before 2 PM local time.
- D. Bid Opening: January 5th, 3 PM local time.
- E. Notice to Proceed: Within 30 days after due date.
- F. Required Construction Start: Not later than June 24th, 2024.
- G. Required Final Completion Date: August 19, 2024
- H. Final Completion date is critical due to requirements of Owner's operations.
- I. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

1.05 PROCUREMENT DOCUMENTS

- A. Availability of Documents: Complete sets of procurement documents may be obtained:
 - 1. From Owner at the Project Manager's address listed above.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 000102

**SECTION 001113
ADVERTISEMENT FOR BIDS**

FROM:

1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):

1.02 AND THE ENGINEER (HEREINAFTER REFERRED TO AS ENGINEER):

- A. Dubois & King
- B. Address:
 - 85 Main St
 - Springfield, VT 05156

1.03 DATE: December 6, 2023

1.04 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for construction of a facility located at:

Clara Martin East Valley Academy
579 Vermont Route 14
East Randolph, Vermont 05041

Before 2 pm local standard time on the 5th day of January, 2024, for:

- B. Project: Clara Martin East Valley Academy Ventilation Upgrades
- C. Engineer's Project Number: 529032.
- D. Owner's Project Number: Clara Martin East Valley Academy
- E. Project Description: HVAC Upgrades.

1.05 SIGNATURE

- A. For:
- B. By: _____
 - 1. Signed: _____
 - 2. (Authorized signing officer)

END OF SECTION 001113

**SECTION 002113
INSTRUCTIONS TO BIDDERS**

SUMMARY

1.01 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
 - 3. Work Identified in Contract Documents
 - 4. Contract Time
- B. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Contract Documents Identification
 - 3. Availability
 - 4. Examination
 - 5. Inquiries/Addenda
 - 6. Product/Assembly/System Substitutions
- C. Site Assessment
 - 1. Site Examination
 - 2. Pre-bid Conference
- D. Qualifications
 - 1. Qualifications
 - 2. Prequalification
 - 3. Subcontractors/Suppliers/Others
- E. Bid Submission
 - 1. Bid Depository
 - 2. Submission Procedure
 - 3. Bid Ineligibility
- F. Bid Enclosures/Requirements
 - 1. Insurance
 - 2. Bid Form Requirements
 - 3. Fees for Changes in the Work
 - 4. Bid Form Signature

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner before 2 p.m. local standard time on January 5, 2024.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete project named Clara Martin East Valley Academy Ventilation Upgrades for a Stipulated Sum contract, in accordance with Contract Documents.

2.03 FEDERALLY FUNDED PROJECT REQUIREMENTS

- A. This project will be federally funded, therefore the contractor and project must comply with the following regulatory requirements:
 - 1. 2 CFR Part 200.322, Appendix II Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
 - 2. Equal Employment Opportunity
 - 3. Bonding for \$250K

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4. Byrd Anti-Lobbying Amendment
5. Debarment and Suspension
6. Clean Air Act
7. Contract Work Hours and Safety Standards Act

2.04 DAVIS BACON ACT

- A. The Davis-Bacon Act, as amended, requires that each contract over \$2,000 to which the United States or the District of Columbia is a party for the construction, alteration, or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates. The wage schedules also illustrate holiday and fringe benefits available for certain classifications.
- B. Refer to: <https://sam.gov/wage-determination/VT20230020/2> for a list of wage determinations and forms and instructions.
- C. Davis Bacon wage determination: Note: Wages are subject to prevailing wages at the time of construction and are subject to change based on wage determination in place at the time of site work.
- D. Refer to Davis Bacon Act Folder Attached or <https://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/davis-bacon> for further information.
- E. Davis Bacon Act folder: https://drive.google.com/drive/folders/1sOoYQWAwSd-Vtv2n06wnB3OVdi5H3ch8?usp=drive_link

2.05 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises renovation and demolition, including general construction, mechanical, and electrical Work.
- B. Project Location:
Clara Martin East Valley Academy
579 Vermont Route 14
East Randolph, Vermont 05041

2.06 CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Owner's Project Number 529032, as prepared by Engineer, and with contents as identified in the Project Manual.

3.03 EXAMINATION

- A. Bid Documents are available online at: DuBois & King File Share Site, URL: <http://files.dubois-king.com/index.php/s/dbWTKCBSfNmgNgd> , Password: . mC7i47wSSa
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Engineer should the documents be incomplete.
- C. Immediately notify Engineer upon finding discrepancies or omissions in the Bid Documents.

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3.04 INQUIRIES/ADDENDA

- A. Direct questions to Jason Parkhurst, PE, email; jparkhurst@Dubois-king.com prior to January 5, 2024 at 5 PM local time.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

3.05 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Provide sufficient information to determine acceptability of proposed substitutions.
 - 3. Provide complete information on required revisions to other work to accommodate each proposed substitution.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

4.02 PREBID CONFERENCE

- A. A bidder's conference can be scheduled upon request at the location of Clara Martin East Valley Academy, East Randolph, VT 05041. Direct requests to Jason Parkhurst at DuBois & King; jparkhurst@DuBois-king.com; 802-591-4326 x 4309
- B. All general contract and subcontract bidders and suppliers are invited.
- C. Representatives of Engineer will be in attendance.
- D. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

BID SUBMISSION

5.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Bidders to send bid via e-mail to the owner: Ceverett@ClaraMartin.org
Christie Everett, LICSW
Director of Operations
Clara Martin Center
802-728-4466 Ext 563

5.02 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.

BID ENCLOSURES/REQUIREMENTS

6.01 BID FORM REQUIREMENTS

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- A. Complete all requested information in the Bid Form and Appendices.

6.02 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a partnership.

OFFER ACCEPTANCE/REJECTION

7.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

7.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.

END OF SECTION 002113