



Purchasing Department
Finance Group

January 31, 2012

INVITATION TO BID

The City of Norwalk is soliciting bids for the supply and installation of two new additional HVAC roof top units for the Building Management Department at the Nathaniel Ely Child Care Center. The project includes demolition work, new roof top units, mechanical installation work, gas piping and condense piping, and electrical power for new roof top units. The estimated budget for this project is \$74,000.00. Below is an outline of some of the requirements which apply specifically to this project. The requirements of these services are outlined in greater detail within the technical specifications and drawings contained within Section 2 – Project Specifications.

PROJECT NUMBER:	3124
DEADLINE :	2:00 PM, February 21, 2012
BID TITLE :	HVAC Renovation at Nathaniel Ely Child Care Center
SITE LOCATION:	11 Ingalls Avenue Norwalk, Connecticut 06855

BID DOCUMENTS for this project may be ordered directly from Technical Reproductions, Inc. Please call Karyn Boczer at (203) 849-9100 to order these documents. All documents must be ordered in complete sets at a cost of \$50.00, non-refundable. Checks for the bid documents are to be made payable to, **“The City of Norwalk.”** Pick up the plans and specifications from Technical Reproductions, 326 Main Avenue, Norwalk, CT, 203-849-9100.

A PRE-BID CONFERENCE shall commence at 10:00am, Wednesday, February 8, 2012, at the Nathaniel Ely Child Care Center, 11 Ingalls Avenue, meeting at the front entrance area. A tour of the Child Care Center shall commence immediately following the meeting.

All questions regarding this solicitation must be directed via e-mail to, David Carroll, Purchasing Officer, dcarroll@norwalkct.org. The deadline for submission of questions is 2:00PM, Wednesday, February 15, 2012.

Candidates will be required to provide:

- 10% bid bond, cashier's or certified check with your response (see sect. 3.1 C & D).
- Performance, labor, and materials bond for 100% of the project upon award if the contract value exceeds \$100,000.00 (see sect. 3.1 C & D).
- Copies of current certifications as applicable.

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SPECIAL NOTES:

1) PROJECT SCHEDULE

Construction for this project is "to be determined".
(The construction will either commence in April 2012 or August 2012.)

2) BUILDING PERMITS

Contractors shall obtain and pay for all required permit(s) for this project. Permits fees are **NOT** waived for this project.

3) References to Department of Public Works, Director of Public Works, and Engineer in section 3 and section 4 are to be interpreted as "Owner's designated representative".

4) Section 4, Item 109-04-2b, Contractor Charges is changed to read "...profit and overhead shall be figured at fifteen (15) percent unless some other basis is approved by the Director."

5) Contractors bidding on this project are required to perform more than 50% of the project with its own forces.

6) Contractors are hereby reminded that all submitted bid amounts **MUST** include all costs/insurance premium required to satisfy the various insurance limits as identified in these documents.

7) Section 3.8, Liquidated Damages, change to read "Liquidated damages as defined in Article 20 of the Norwalk General Conditions for Construction will be \$200.00 per day.

BIDDER LISTS will not be published.

ADDENDAS, if issued, will be available over the Internet at <http://www.norwalkct.org> It is the responsibility of the bidders to verify the issuance of any addenda. We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.

If, after review of the bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete documents, along with your detailed proposal, to the Purchasing Department by the due date. We would appreciate the courtesy of promptly advising us if you do not intend to respond. To properly maintain our records those firms who do not respond may be removed from our vendor records.

David Carroll, Purchasing Officer
(Ph) 203-854-7712
E-mail – dcarroll@norwalkct.org