

INSTRUCTIONS TO PROPOSERS

These instructions are standard for all proposals issued by the Manchester Public Schools, Manchester, CT, where a vendor is to furnish labor, materials and/or necessary equipment to complete a proposal as outlined in our detailed specifications. The Manchester Public Schools (MPS) may delete, supersede or modify any of these standard instructions for a particular proposal.

- 1.0 The attached proposal is signed by the Proposer with full knowledge of an agreement with the general specifications, conditions and requirements of this Proposal.
- 1.1 Submit two (2) copies of the Proposal in an envelope marked with the Proposer's name and address on the upper left hand corner. Proposal shall be made out in the exact form of enclosed proposal form on proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time.**
- 1.2 Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
- 1.3 All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the proposal prices. All prices are FOB to Manchester, CT.
- 1.4 The MPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low Proposal, as it is deemed to be in the best interest of the MPS.
- 1.5 The MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to the MPS official and/or authorized agent's satisfaction, and all work is certified.
- 1.6 The MPS may make such investigation as deemed necessary to determine the ability of the Proposer to discharge his contract. The Proposer shall furnish the MPS with all such information and data as may be required for this purpose. The MPS reserves the right to reject any proposal if the Proposer fails to satisfactorily convince the MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the worked called for herein. Conditional proposals will not be accepted.
- 1.7 **IF ON-SITE INSPECTIONS ARE REQUIRED, ALL MEASUREMENTS ARE THE RESPONSIBILITY OF THE PROPOSER.**

- 2.0 Specifications cannot be modified by anyone other than the assigned agent for the MPS.
- 2.1 Successful proposer is responsible for obtaining all necessary building permits as required by State and Town authorities. Cost for permits is waived for work done on school property.
- 2.2 The successful proposers shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in APPENDIX A.

The contractor shall carry insurance under which the MPS and/or the Town of Manchester, CT, shall be named as an additional insured for the duration of this work.

All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies.

Certificate of Contractor Liability shall be filed with the owner before work is started and contain a ten (10) day written notice of cancellation clause.

- 2.3 During construction the Contractor will keep the site clean and orderly at all times. Upon completion of the work called for, the contractor shall remove from the premises all rubbish, tools, equipment and the like, leaving said premises in a clean, safe and orderly condition.
- 2.4 All work done under this Proposal must comply with all State and Town codes and licensed tradesmen will be used where applicable.
- 2.5 Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
- 2.6 The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
- 2.7 All work must be scheduled during normal MPS working hours.
- 2.8 The Contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the Proposal. The date of acceptance is considered to be the date of final payment for the work involved.
- 2.9 The Contractor shall be required to submit the CONTRACTOR AFFIRMATIVE ACTION STATEMENT, APPENDIX B, with their completed bid proposal package. The successful Contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State

and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.

2.10 The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION, APPENDIX C, with their completed proposal package.

3.0 **Code Requirements:** Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.

It is required that any design professional and/or contractor that enters into a contractual agreement with the MPS, pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order to verify this, the owner requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.

All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to the owner's Asbestos Management Planner.

Any asbestos encountered in construction shall be brought to the owner's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.

Disabilities Code Requirements: In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.

Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over \$100,000 (effective July 2007).

The “items” shall include, but are not limited to, fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.

3.1 There shall be no smoking or other use of tobacco products in any school building at any time, nor on school grounds during normal school hours. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.

- 3.2 The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of the MPS Board.
- 3.3 **Waiver of Subrogation:** The Contractor/Insured will require all insurance policies in any way related to the work and secured and maintained by the Contractor/Insured to include clauses stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against owner, architect, and all tiers of contractors or consultants engaged by them. The Contractor/Insured will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- 3.4 **Hold Harmless:** The Contractor/Insured shall indemnify and hold harmless the owner and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Contractor/Insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.
- 3.5 **Prevailing Wage Rates:** The wages paid on an hourly basis to any mechanic. Laborer or workman employed upon the work herein contracted to be done and the amount of payment of contribution paid or payable on behalf of each such employee to any employee welfare fund defined in subsection (h) of this section (31-53 of the General Statutes,) shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employee to any such employees' welfare fund shall pay to each employee as of his wages the amount of payment or contribution for his classification on each payday.

Upon the award of any contract subject to the provisions of this section the Contractor to whom such contract is awarded shall certify, under oath to the Labor Commissioner, the pay scale to be used by such contractor and any of his subcontractors for work to be performed under such contract. The Contractor shall fully comply with all provisions of Public Act 93-392 including weekly submitted of certified payrolls accompanied by a Compliance Statement and shall be subject to such sanctions mandated for violations of said Public Act.

The provisions of this section **shall not apply** where the total cost of all work to be performed by **ALL** Contractors and Subcontractors in connection with new construction of any public works project is less than **Four Hundred** thousand dollars or where the total cost of all work to be performed by **ALL** Contractors

and Subcontractors in connection with any remodeling refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than **ONE HUNDRED** thousand dollars.

APPENDIX A

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.
- C. **Commercial General Liability:** The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence
 \$2,000,000 each occurrence if blasting is required
 \$2,000,000 general aggregate with dedicated limits per
 Project site
 \$2,000,000 products and completed operations aggregate
 \$1,000,000 personal and advertising injury.

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshal.

- D. **Automobile Liability:** The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

- E. **Worker's Compensation:** The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits: Worker's compensation: statutory limit
Employer's Liability: \$1,000,000 bodily injury or each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate

- F. **Umbrella/Excess Liability:** The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified

for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

APPENDIX B

TO: All Vendors

FROM: Patricia F. Brooks, Assistant to the Superintendent,
Finance and Management

SUBJECT: Affirmative Action

The Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us:

Patricia F. Brooks
Assistant to the Superintendent
Finance and Management

STATEMENT OF POLICY

It is the employment policy of _____
That there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Date

Signed (Name/Title of Company Officer)

Telephone

Street Address

Fax

City/State/Zip Code

APPENDIX C

CONTRACTOR INDEMNIFICATION

The contractor shall at all times indemnify and save harmless the MPS and its officers, agents and/or employees against any and all claims, demands, losses, judgements, costs, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of the MPS or;
- b. the contractor, his subcontractors or materialmen or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or materialmen by reason of his/her or their use of faulty, defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the MPS for damage to property of the MPS caused by the contractor, or his employees, agents, subcontractors or materialmen or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF: _____

Signed _____
Contractor

By _____
Name

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this

_____ day of _____ 20_____

Notary Public

APPENDIX D

NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
- 4a. ***Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1st roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. **Rough inspections:**
Plumbing before any piping is concealed.
(Complete duct work and plumbing shall be installed before electrical wiring is started.)
Heating pipes and/or ducts before they are concealed.
Electrical before any wiring is concealed.
Framing before any interior wall covering is applied.
Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

NOTE: Complete duct work and plumbing shall be installed before electrical wiring is started.

CONTRACT EXECUTION

Upon notification of acceptance of this proposal, we shall execute a formal contract within five days of the receipt of the agreement for signing.

CONTRACTOR INFORMATION

The Proposer is a/an (individual) (partnership) (corporation). Names and titles of other offices or partners are:

(for corporation, give State of incorporation and affix corporate seal)

I understand that full payment will be made by the Owner after completion of the project and acceptance by the Owner’s representative.

Signature

Date

Name (Printed)

CONTENT AND ORGANIZATION OF PROPOSAL

The Request for Proposal (RFP) is intended to provide interested Proposers with information concerning the conditions and requirements for submitting proposals. Proposers must examine all information and materials contained in this RFP. **Failure to do so will be at the Proposer's risk.** In response to the RFP, Proposers shall adhere to the established format. By doing so, comparable objective data will be provided for the Manchester Public Schools' (MPS) review and analysis. The Proposal shall contain the following sections, in order and format described.

A. Submittal Letter

A letter of transmittal addressed to **Mrs. Patricia F. Brooks, Assistant to the Superintendent, Finance and Management**, which includes a statement by the Proposer accepting all terms, conditions and requirements contained in the RFP. The letter should also include a brief discussion of the Proposer's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of municipal or private sector references for whom recent (3 years or less) similar services were provided.

B. Price Proposal

Vendors shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

C. Exceptions

Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The MPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

EVALUATION CRITERIA AND SELECTION

Proposals will be reviewed and evaluated based upon the following factors:

- A. Experience and References
- B. Competitiveness of Price Proposal

The MPS shall select that responsible and responsive Proposer whose proposal is determined by the MPS to be best suited and most advantageous, and provides the greatest overall benefit to the MPS on the basis of the criteria and/or factors of evaluation listed. The MPS expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to the RFP.

SPECIFICATIONS FOR MOVING SERVICES

Scope of Services

The following specifications are for various moving services to be provided for the Manchester Public Schools through June 30, 2016.

Prices quoted for crew and truck shall include all necessary tools, ramps, dollies, hand trucks, pads, straps, and miscellaneous items required to complete the designated services in a safe and timely manner, unless specifically listed as extra costs on bid sheets.

There shall not be a minimum quantity of work or value of services associated with this contract. It is anticipated that the total value of services will be less than \$20,000 per year. However, there will be no maximum quantity of work or value of services stated and the expectation shall be that all requested work will be completed.

All work shall be on an as needed basis. Every attempt will be made to provide forty-eight (48) hours' notice. However, circumstances may dictate that services be requested with less notice. It shall be expected that every effort will be made to respond to requests for service with little or no prior notice.

It is anticipated that most requests for service will be a 2 or 3 man crew with a truck.

Prices quoted shall remain in effect for the duration of the fiscal year stated in the Proposal.

Moving services shall consist of any or all of the following:

- a. Moving classroom furniture from one Manchester school facility to another
- b. Moving computers from one Manchester school facility to another
- c. Moving office furniture from one Manchester school facility or location to another
- d. Moving boxes of books, office supplies, miscellaneous material, etc. from one Manchester school facility or location to another
- e. Moving various donated and/or purchased furniture and/or equipment from locations within or outside of Manchester to other locations either within or outside of the Town of Manchester
- f. Other moving services required to facilitate the operation of the Manchester Public Schools

Vendor shall take all necessary steps to protect Owner's buildings, furnishings and belongings from any damage caused by Vendor's moving activities, equipment, and/or delivery vehicles. Contractor shall promptly notify the Manchester Public Schools Project Coordinator, Mr. Charles Cadman, 325 Olcott Street, Manchester, CT, office: 860 647-3511 or cell: 850 250-1446, of the damage, and correct any damage to buildings, furnishings or grounds at no cost to the Owner.

**MANCHESTER PUBLIC SCHOOLS
REQUEST FOR PROPOSALS
MOVING SERVICES**

Through June 30, 2014

Straight Time (cost per hour):

Mover	\$ _____
Installer	\$ _____
Supervisor	\$ _____
Truck	\$ _____

Straight Time Crew Rates (cost per hour):

One man & Truck	\$ _____
Two men & Truck	\$ _____
Three men & Truck	\$ _____

NOTE: Straight time shall be any work Monday thru Friday 7:00 am to 5:00 pm

Nights & Saturday (cost per hour):

Mover	\$ _____
Installer	\$ _____
Supervisor	\$ _____
Truck	\$ _____

Nights & Saturday Crew Rates (cost per hour):

One man & Truck	\$ _____
Two men & Truck	\$ _____
Three men & Truck	\$ _____

NOTE: List any and all fees, surcharges, fuel and/or other costs not included above, that will be applied to services provided under this contract. For bidding purposes it will be assumed that all listed fees will be applied to all moves, unless otherwise noted.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(Continue on separate sheet of paper, if necessary.)

MANCHESTER PUBLIC SCHOOLS
REQUEST FOR PROPOSALS
MOVING SERVICES

July 1, 2014 to June 30, 2015

Straight Time (cost per hour):

Mover \$ _____
Installer \$ _____
Supervisor \$ _____
Truck \$ _____

Straight Time Crew Rates (cost per hour):

One man & Truck \$ _____
Two men & Truck \$ _____
Three men & Truck \$ _____

NOTE: Straight time shall be any work Monday thru Friday 7:00 am to 5:00 pm

Nights & Saturday (cost per hour):

Mover \$ _____
Installer \$ _____
Supervisor \$ _____
Truck \$ _____

Nights & Saturday Crew Rates (cost per hour):

One man & Truck \$ _____
Two men & Truck \$ _____
Three men & Truck \$ _____

NOTE: List any and all fees, surcharges, fuel and/or other costs not included above, that will be applied to services provided under this contract. For bidding purposes it will be assumed that all listed fees will be applied to all moves, unless otherwise noted.

\$ _____
\$ _____
\$ _____
\$ _____

(Continue on separate sheet of paper, if necessary.)

**MANCHESTER PUBLIC SCHOOLS
REQUEST FOR PROPOSALS
MOVING SERVICES**

July 1, 2015 to June 30, 2016

Straight Time (cost per hour):

Mover	\$ _____
Installer	\$ _____
Supervisor	\$ _____
Truck	\$ _____

Straight Time Crew Rates (cost per hour):

One man & Truck	\$ _____
Two men & Truck	\$ _____
Three men & Truck	\$ _____

NOTE: Straight time shall be any work Monday thru Friday 7:00 am to 5:00 pm

Nights & Saturday (cost per hour):

Mover	\$ _____
Installer	\$ _____
Supervisor	\$ _____
Truck	\$ _____

Nights & Saturday Crew Rates (cost per hour):

One man & Truck	\$ _____
Two men & Truck	\$ _____
Three men & Truck	\$ _____

NOTE: List any and all fees, surcharges, fuel and/or other costs not included above, that will be applied to services provided under this contract. For bidding purposes it will be assumed that all listed fees will be applied to all moves, unless otherwise noted.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(Continue on separate sheet of paper, if necessary.)

PROPOSER INFORMATION

PROPOSER: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

SIGNED BY: _____ TITLE: _____

(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____

NOTE: Proposals may not be withdrawn for a period of 90 days after bid opening