

INVITATION TO BID

1. Sealed bids are invited by the Windsor Locks Public Schools, Windsor Locks, CT, hereinafter called the Owner, for the Project: "**Accessibility Compliance Project – Part 1, Windsor Locks High School, Windsor Locks, CT**". The Project shall consist of Various Improvements to the Windsor Locks High School including, but not limited to, the following three (3) major components:
 - (1) Remove and replace existing non-complying elevator components.
 - (2) Install new signage.
 - (3) Upgrade and modify existing fire alarm system.
2. Bidding Documents have been prepared by The Lawrence Associates, Architects/Planners, P.C., 1075 Tolland Turnpike, Manchester, CT 06042, hereinafter called the Architect.
3. Bids shall be directed to: Ms. Terry Hoffman, Business Manager, Windsor Locks Public Schools, 58 South Elm Street, Windsor Locks, CT 06096, in a sealed envelope clearly marked "**Accessibility Compliance Project – Part 1, Windsor Locks High School, Windsor Locks, CT**".
4. Bid submission deadline is at 4:00 p.m., Prevailing Time on Thursday, April 22, 2010, at the Business Manager's Office, 58 South Elm Street, Windsor Locks, CT. Bids will be publicly opened and read aloud soon after.
5. Bidding Documents in complete sets only will be available at the Architect's Office, 1075 Tolland Turnpike, Manchester CT, on and after 10:00 a.m., Prevailing Time on Friday, March 26, 2010. A deposit of **\$25.00** for each complete set is required in the form of **A BANK CHECK, CASH OR MONEY ORDER, PAYABLE TO THE WINDSOR LOCKS PUBLIC SCHOOLS. COMPANY CHECKS WILL NOT BE ACCEPTED.** The deposit will be refunded if Bid Documents are returned within fourteen (14) days after receipt of Bids, for those contractors submitting a Bid, and within seven (7) days of date of issuance of Bidding Documents to those contractors not intending to submit a Bid. Documents being returned shall be in good, usable condition, and if taken apart by Bidder, re-assembled in their original order prior to return to Owner. Non-compliance with any of the above criteria will result in forfeiture of the deposit. Partial sets will not be issued.
6. Each Bid must be accompanied by bid security payable to the Windsor Locks Public Schools in the amount of 5% of the Bid Sum in the form of Bid Bond, AIA Document A310, from a surety company licensed to do business in the State of Connecticut, pledging that the Bidder will enter into a contract with the Owner on the terms stated in the Bid. No Bids may be withdrawn for a period of sixty (60) days from the date of Bid opening. The amount of bid security shall be forfeited to the Owner if the Bidder, after being notified of selection for the award of the contract for the work, fails to furnish the required bonds and enter into a contract for construction within ten (10) days after such notification.
7. This project shall be bid in accordance with the state statutes governing Prevailing Wage Rates.
8. A mandatory Pre-Bid Conference and walk-through will be held on Thursday, April 8, 2010 at 3:00 p.m. commencing in the Windsor Locks Public Schools Board of Education offices. (The BOE offices are located at the back of the high school). Bids will not be accepted from Contractors who are not present at the Pre-Bid Conference.
9. Subject to the rights reserved to the Owner in the Paragraphs below, the contract shall be awarded to the lowest responsible qualified bidder.
10. The lowest qualified responsible bidder shall furnish and pay for surety in the full amount of the contract. This bond shall provide 100% security for the faithful performance of the contract and the payment of all persons performing labor or furnishing materials in connection with the contract. Such surety shall be written by a surety company qualified to do business in the State of Connecticut and acceptable to the Owner.
11. The Owner shall have the right to reject any or all Bids, and in particular, to reject a Bid not accompanied by any required bid security or data required by the Bidding Documents or a Bid in any way incomplete or irregular. The Owner shall have the right to waive any informality or irregularity in any Bid received.

12. All questions during the bidding period must be submitted **in writing** by fax , mail or email to the Architect:

ATTN: Richard S. Lawrence - Fax: (860) 643-4373; or e-mail: lawrence.assoc@snet.net

13. If the bid submission date is not extended, the last addendum shall be issued no later than Tuesday, April 20, 2010. The deadline for questions received by the Architect shall be 5:00 p.m. on Friday, April 16, 2010.
14. Windsor Locks Public Schools is an Equal Opportunity employer and requires an Affirmative Action Policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By signing the Bid Form for this Bid, all vendors and contractors agree to this condition of doing business with the Windsor Locks Public Schools and should the Windsor Locks Public Schools choose to audit their compliance, the vendor/contractor agrees to cooperate fully.
15. No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Windsor Locks Public Schools. The Windsor Locks Public Schools reserves the right to reject any and all bids and to accept the lowest responsible qualified bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Windsor Locks Public Schools, it would be in their best interest to do so.