

DARIEN PUBLIC SCHOOLS

COST PROPOSAL

Sealed Cost Proposals addressed to the Director of Facilities for:

COPY CENTER RENOVATION BID

These will be received at the Darien Public Schools, Facilities Office, 35 Leroy Avenue, Darien, CT, until **2:00 p.m. on Thursday, September 30, 2021** at which time they will be publicly opened and read.

Specifications and on-site inspection information are attached, or when applicable, may also be obtained in the Facilities Office, 35 Leroy Avenue, Darien, CT 06820.

Cost Proposals to be plainly marked in the lower left-hand corner of the envelope as follows:

COST PROPOSAL NUMBER – F2021-1
COPY CENTER RENOVATION BID
September 30, 2021
2:00 p.m.

The right is reserved to purchase either by option or the total options indicated, split awards and act, as it seems in the best interest of the Darien Public Schools.

After the opening of the Cost Proposals, no Cost Proposal can be withdrawn for a period of ninety (90) days.

The Darien Public Schools reserves the right to waive any formalities in Cost Proposals; to reject any or all Cost Proposals, or to accept the ones that in its judgement will be in the best interest of the Darien Public Schools and/or the Town of Darien, Connecticut.

The Darien Public Schools do not discriminate on the basis of sex, race, religion or national origin.

APPENDIX A

CONTRACT	BROAD FORM CGL REQUIRED	AUTO LIABILITY REQUIRED	WORKMEN'S COMP. REQUIRED	PROFESSIONAL E & O REQ'D	UMBRELLA REQUIRED
CONSTRUCTION	\$1,000,000	\$1,000,000	\$1,000,000/ \$1,000,000/ \$1,000,000		\$2,000,000
NON-CONSTRUCTION	\$1,000,000	\$1,000,000	\$1,000,000/ \$1,000,000/ \$1,000,000		
PROFESSIONAL (1) SERVICES/ARCHI- TECTURAL OR ENGINEERING	\$1,000,000	\$1,000,000	\$1,000,000/ \$1,000,000/ \$1,000,000	\$1,000,000	
DELIVERED GOOD SERVICES UNDER CONTRACT	\$1,000,000	\$1,000,000	\$1,000,000/ \$1,000,000/ \$1,000,000		
BUILDING RENTAL ALL USE	\$1,000,000				

- A. Asbestos Abatement companies are required to provide an Asbestos Abatement Liability Policy in the amount of \$1,000,000. This is in addition to all requirements under Construction Category.**

THE CONTRACTOR MUST NAME THE TOWN OF Darien AS AN ADDITIONAL INSURED ON BOTH THE GENERAL AND AUTO LIABILITY POLICIES.
CONTRACTOR MUST MAINTAIN COVERAGE FOR TERM OF THE CONTRACT.

FOOTNOTES:

- (1) Broad Form Commercial General Liability – Coverages shall be minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability. Automobile Liability – Coverage shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability. This shall include owned vehicles, non-owned vehicles and employee non-ownership.
Workers Compensation – Must meet statutory limits of \$1,000,000 for each accident.

Builder's risk insurance – For all construction projects exceeding \$2,000,000 in value, Builders' Risk Insurance shall be required for the project. The General Contractor must carry this coverage with their base bid, however, the Owner may consider, after the Contract award, carrying this cost through their insurance carrier and accepting a credit from the General Contractor. The amount of coverage to be carried will be for the project amount. The bid shall include a separate charge for the Builders Risk policy

APPENDIX B

CONTRACTOR INDEMNIFICATION

The Contractor shall fully indemnify, defend and hold harmless the Town of DARIEN, the Darien Board of Education and all of their agents servants and employees to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the Contractor, and even if caused by the negligence of the Town of Darien, the Darien Board of Education or any of their agents servants or employees. This obligation shall further apply to:

- (1) actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this { Invitation to Bid and resulting Contract }, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the contractor or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the contractor is in privity of oral or written contract (collectively "Contractor Parties");
- (2) liabilities arising, directly or indirectly, in whole or in part, in connection with this { Invitation to Bid and resulting contract }, out of the Contractor's or Contractor Parties' Acts concerning its or their duties and obligations as set forth in this Invitation to Bid and resulting Contract; and
- (3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professional' fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the Acts of the Contractor or any Contractor's Parties.

The Contractor hereby covenants and agrees that the Town of Darien or Darien Board of Education shall be endorsed on the contractor's policies of insurance as additional insured.

The Contractor hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of amounts listed in Appendix A, containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town of Darien or Darien Board of Education

The Contractor hereby further covenants and agrees to obtain an endorsement to said policy of insurance that the Contractor's insurance is primary and any insurance obtained, or self-insurance provided, by the Town of Darien or Darien Board of Education is secondary.

The Contractor hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences.

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

STATE OF CONNECTICUT:

COUNTY OF: _____

SS _____

Signed: _____

Contractor

By: _____

Name

Street

City/State Zip

Date

Subscribed and Sworn to before me on this _____ day of _____.

Subscribed and Sworn to before me on this _____ day of _____

Notary Public

**DARIEN PUBLIC SCHOOLS
35 LEROY AVENUE
DARIEN, CT 06820**

TO: All Vendors

FROM: Michael Lynch, Director of Facilities

SUBJECT: Affirmative Action

The Darien Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

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.

Michael Lynch, Director of Facilities

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 form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

_____ Date		_____ Signed (Name/Title of Company Officer)
_____ Area Code	_____ Telephone #	_____ Street Address
_____ Area Code	_____ Fax	_____ City/State

**DARIEN PUBLIC SCHOOLS
FACILITIES OFFICE
35 LEROY AVENUE
DARIEN CONNECTICUT 06820**

If you are not submitting a Cost Proposal at this time, would you please take a moment and fill out the information requested below:

NAME OF VENDOR: _____

COST PROPOSAL#: _____

NAME OF COST PROPOSAL: _____

REASON FOR NOT SUBMITTING A COST PROPOSAL

PLEASE (X) ONE:

- | | | |
|----|---|-------|
| 1. | I do not wish to participate at this time. | _____ |
| 2. | Heavy work schedule at the present time. | _____ |
| 3. | Do not do this type of work. | _____ |
| 4. | Do not carry particular type of product or service requested. | _____ |
| 5. | Other: _____ | |
| | _____ | |
| | _____ | |
| | _____ | |
| | _____ | |

REFERENCED CHECK/COST PROPOSAL # F2021-1

In the interest of securing competent contractors we are requiring the following information be provided with your Cost Proposal. Failure to provide this information may jeopardize your firm being awarded this project.

Please provide three references:

Company Name

Contact Person

Telephone Number

Date Job Completed

Company Name

Contact Person

Telephone Number

Date Job Completed

Company Name

Contact Person

Telephone Number

Date Job Completed

**DARIEN PUBLIC SCHOOLS
COPY CENTER RENOVATION, 35 LEROY AVENUE
BID FORM**

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and cost of the work at the place where the work is to be completed and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed "Contract Documents", including furnishing any and all labor and materials and to do all of the work required to construct and complete said work in accordance with the Contract Documents, for the following sum of money.

Company Name: _____

Total Cost of Project: \$ _____

Written total cost of project: _____

Contractor Contact

Area Code & Telephone # Date

Area Code & Fax #