Exterior Lead Paint Abatement and Siding Repair
Holcomb Farms Farmhouse
115 Simsbury Road
Granby, CT 06035

Specifications
June, 1, 2022

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Town of Granby
Ms. Kristine Vincent, Director - Parks and Rec.
860-653-8947   kvincent@granby-ct.gov
Mr. Kirk Severance, director - Public Works
860-982-9253   kseversance@granby-ct.gov

Architectural Design
Robert P. Mocarsky, AIA
101 West Street
Cromwell, CT 06416
Phone: 860-841-2339
rpmarchitecture@gmail.com
INVITATION TO BID

PART ONE – GENERAL

You are invited to submit a proposal for:

Exterior Lead Paint Abatement and Siding Repair
Holcomb Farms Farmhouse
115 Simsbury Road
Granby, CT 06035

Project Description:
The project consists of the following components:

- Removal of exterior lead paint
- Removal, repair and replacement of selected siding and trim as specified.
- Site testing at conclusion of project

Bids may be mailed or hand delivered to:

Office of the Town Manager
Ms. Erica P. Robertson
Granby Town Offices
15 North Granby Road
Granby, CT 06035

in triplicate, no later than 11:00AM, July 14, 2022

at which time the bids will be publically opened.

Questions and Clarifications

All questions during the proposal phase shall be directed to:
Robert Mocarsky, AIA
rpm.architecture
rpmarchitecture@gmail.com

no later than 5 business days prior to bid due date. Written responses will be generated and communicated to all Bidders.

Drawings and specifications will be available no cost from:
Office of the Town Manager  
15 North Granby Road  
Granby, CT 06035  
860-844-5300

Drawings and specifications may be reviewed during normal business hours by appointment,  
at the Town Hall Meeting Room.  
15 North Granby Road  
Granby, CT 06035  
Contact Kirk Severance - 860-982-9253

Prospective Bidders may visit the project site, 115 Simsbury Road, Granby, CT to view the  
exterior project conditions.

This Project is exempt from state and local sales and use taxes.

See Instructions to Bidders for other forms and information that must be submitted with bid.  
The Equal Opportunity Compliance forms are included as part of the Instructions to Bidders.


This contract is subject to state contract compliance requirements, including non-discrimination  
statutes and set-aside requirements. State law requires a minimum of 25 percent of the state-  
funded portion of the contract to be set-aside for award to subcontractors holding current  
certification for the Connecticut of Administrative Services. The contractors must demonstrate  
good faith effort to meet the 25 percent goals.

The contractor who is selected to perform these improvements must comply with CONN. GEN,  
STAT. paragraphs 4a-60, 4a-60a, 4a-60g and 46a-68b through 46b-68f, inclusive, as  

State law requires that a minimum of twenty-five (25%) of the state funded contract for award  
to eligible subcontractors holding current certification from the Connecticut Department of  
Administrative Services ("DAS") under the provisions of CONN.GEN.STAT. paragraph 4a-60g  
(25% of the work with DAS certified Small and Minority owned businesses and 25% of that  
work with DAS certified Minority Women and/or Disabled owned businesses). The contractor  
must demonstrate good faith effort to meet the 25% set-aside goals.
Exterior Lead Paint Abatement and Siding Repair
Holcomb Farms Farmhouse
115 Simsbury Road
Granby, CT 06035

For municipal public works contracts, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at:


The completed CHRO form must be submitted along with the contractors bid. See Instructions to Bidders for other forms and information that must be submitted with bid.

Minority/Women's Business Enterprises are encouraged to apply. this contract is subject to State set-aside and contract compliance requirements."

INVITATION TO BID
Instructions To Bidders

1. PREPARATION OF BID:

Each bid must be submitted in TRIPLICATE on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, in both words and figures.

Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, his address, and the name of the project and bid number for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above.

Only complete bids will be accepted. In order for a bid to be complete, it must include all of the following:

A. Form of Bid
B. Bid security (bid bond or Certified check)
C. Certification of Bidder Regarding EEO form. (subcontractors’ form not required at time of bid).
D. Non-Collusion Affidavit of Prime Bidder form. (subcontractors’ form not required as part of bid).
E. Contractor Certification Regarding OSHA in accordance with 29 CFR 1910.268.
F. Contractors Qualification/Experience Statement
G. Licenses (State of CT Department of Consumer Protection/CT Secretary of State).
H. Copy of DAS Certification for WBE, SBE, MBE, DBE if applicable.

2. BID SECURITY:

Each bid must be accompanied by a certified check of the bidder, or a bid bond prepared on the approved provided by the Surety, duly executed by the bidder as principal and having a surety thereon approved by the Municipality, in the amount of 5% of the bid. Checks or bid bonds shall be returned to all but the three lowest bidders within seven days after the opening of the bids, and the remaining checks or bid bonds will be returned promptly after the Owner and the accepted bidder have executed the contract, or if no award has been made, within 45 days after the date of the opening of the bids, upon demand of the bidder at any time thereafter, so long as he has not been notified of the acceptance of his bid.
3. TIME OF COMPLETION AND LIQUIDATED DAMAGES:

The bidder must agree to commence work on or before a date to be specified in a written "Notice To Proceed" of the Municipality and to fully complete the project within 90 consecutive calendar days thereafter. The bidder must agree also to pay as liquidated damages, the sum of $300 for each consecutive calendar day thereafter.

2. INSURANCE REQUIREMENTS:

The State of Connecticut shall be listed as an Additionally Insured on the Insurance Certificate under the following coverages:

- Commercial Liability - $1M per occurrence
- General Aggregate - $2M
- Umbrella Liability - If it is provided to the grantee

Hold Harmless Indemnification endorsement of the insurance shall include the interest of the Town of Granby and the State of Connecticut.

General Requirements

The awarded Respondent shall be responsible for maintaining insurance coverage in force for the duration of the contract of the kinds and amounts listed below, with an insurance company with an AM Best Rating of A-,VIII or better, licensed to write such insurance in the State of Connecticut and acceptable to the Town of Granby.

The insurer shall provide the Town of Granby with Certificates of Insurance, on a form acceptable to the Town, signed by an authorized representative of the insurance company prior to the commencement of performance of this contract describing the coverage and providing that the insurer shall give the Town of Granby written notice of at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Respondent's responsibility under this contract.

The Respondent, at the Respondent's own cost and expense, shall procure and maintain all insurances required and shall include the Town of Granby as an Additional Insured's on all such insurance, except Workers' Compensation coverage. The Certificate of Insurance shall evidence all required insurances, including Additional Insured and Waivers of Subrogation. The Respondent shall also provide its policy endorsement indicating the Town of Granby as an additional insured.
Specific Requirements

1. **Workers' Compensation Insurance.** The awarded Respondent shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of Five Hundred Thousand Dollars ($500,000.00) coverage for each accident, Five Hundred Thousand Dollars ($500,000.00) coverage for each employee by disease, Five Hundred Thousand ($500,000.00) policy limit coverage for disease.

2. **Commercial General Liability.** With respect to all operations which awarded respondent performs, it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars ($1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. Each annual aggregate limit shall not be less than Three Million Dollars ($3,000,000.00). The limit may be provided through a combination of primary and umbrella/excess liability policies acceptable to The Town of Granby. Blanket Contractual Liability for liability assumed under this Agreement and all other Contracts relative to the Project.

3. **Automobile Liability.** With respect to each owned, non-owned, or hired vehicles, the awarded Respondent shall carry Automobile Liability insurance providing One Million Dollars ($1,000,000).

4. **Excess Liability Coverage.** With respect to the coverage provided by the awarded Respondent for this Project, excess liability insurance will be provided in an amount not less than Five Million Dollars ($5,000,000.00) per occurrence and annual aggregate basis.

5. **Professional Liability.** One Million Dollars ($1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, and property damage.

**Aggregate Limits.** Any aggregate limits must be declared to and be approved by Town of Granby. It is agreed that the awarded Respondent shall notify the Town of Granby whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Respondent agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by Respondent.

6. **Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the Town of Granby. All deductibles or self-insured retentions are the sole responsibility of the awarded Respondent to pay and/or to indemnify.
7. Errors and Omissions Insurance. The awarded Respondent shall provide and maintain Errors and Omissions Insurance with minimum limits of $2,000,000 per occurrence/annual aggregate. The policy shall not have a deductible greater than $50,000.00. Coverage shall be maintained in effect continuously for a period of at least six (6) years from the date of Final Payment by Owner to Respondent.

The Town of Granby shall be named as “Additional Insured.” Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation in favor of the Town of Granby is required on all applicable policies, including workers' compensation. If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Defense, Hold Harmless and Indemnification: The successful proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the “Town Indemnified Parties”), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses and expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the successful proposer's malfeasance, misconduct, negligence or failure to meet its obligations under the RFP or the Contract. The successful proposer's obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful proposer's insurance. Nothing in this section shall obligate the successful proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town Indemnified Parties. In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful proposer, or anyone directly or indirectly employed or contracted with by the successful proposer, or anyone for whose acts or omissions the successful proposer is or may be liable, the successful proposer's obligations under this section shall not be limited by any limitation on the amount and type of damages, compensation or benefits payable by the successful proposer under workers' compensation acts, disability benefit acts, or other employee benefits acts. The successful proposer shall also be required to pay any and all attorney's fees incurred by the Town Indemnified Parties in enforcing any of the successful proposer's obligations under this section, which obligations shall survive the termination or expiration of this RFP and the Contract. As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.

These insurance requirements are not meant to be construed as a limitation of liability. The parties agree that the amounts of insurance under this Agreement do not, in any way, limit the Respondent's liability to the Town of Granby by virtue of this promise to indemnify and hold the Town of Granby harmless so that in the event of any settlement of a claim or a
judgment in an amount in excess of the amount of insurance coverage carried by the awarded Respondent, the Respondent shall be liable to the Town of Granby for the difference, plus all fees and expenses incurred in collecting same, all at the Respondent's sole cost.

SECTION 000025 – PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.3 SCHEDULE OF VALUES

A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule

1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:

a. Application for Payment forms with Continuation Sheets.

b. Submittals Schedule.

c. Contractor's Construction Schedule.

2. Submit the Schedule of Values to Architect at earliest possible date but no later than ten days before the date scheduled for submittal of initial Applications for Payment.

B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.

1. Submit draft of AIA Document G703 Continuation Sheets

2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:

3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents and major subsections or sub work of the trade. Provide several line items for
principal subcontract amounts, where appropriate. Include separate line items under required principal subcontracts for operation and maintenance manuals, punch list activities, Project Record Documents, and demonstration and training in the amount of 5 percent of the Contract Sum.

4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.

5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.

6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

7. Allowances: Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity.

8. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

   a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor’s option.

9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.4 APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.

B. Payment Application Times: Progress payments shall be submitted to Architect by the fifth of the month. The period covered by each Application for Payment is one month, ending on the last day of the preceding month.

C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.

D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. A 5 per cent retainage will be held on each line of each application until the project is 100 per cent complete. At the Owner’s discretion adjustment in the retainage may be made for portions of the work 100 per cent complete during the early stages of the project.

E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect. One copy shall include waivers of lien and similar attachments if required.

F. Waivers of Mechanic’s Lien: With each Application for Payment, submit waivers of mechanic’s lien from every entity who is lawfully entitled to file a mechanic’s lien arising out of the Contract and related to the Work covered by the payment.

1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
2. When an application shows completion of an item, submit final or full waivers.
3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
4. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.

G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:

1. List of subcontractors.
2. Schedule of Values.
3. Contractor’s Construction Schedule (preliminary if not final).
4. Schedule of unit prices, if applicable.
5. Copies of building permits.
6. Certificates of insurance and insurance policies.
7. Performance and payment bonds.

H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

1. Evidence of completion of Project closeout requirements.
2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. AIA Document G706, "Contractor’s Affidavit of Payment of Debts and Claims."
5. AIA Document G706A, "Contractor’s Affidavit of Release of Liens."
6. AIA Document G707, "Consent of Surety to Final Payment."
7. Evidence that claims have been settled.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)
Exterior Lead Paint Abatement and Siding Repair
Holcomb Farms Farmhouse
115 Simsbury Road
Granby, CT 06035

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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Bidder Federal Employer</th>
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</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Identification Number</td>
</tr>
<tr>
<td>City &amp; State</td>
<td>Or</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>Social Security Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Business Activity (brief description)</th>
<th>Bidder Identification (response optional - definitions on page 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder is a small contractor Yes _ No_</td>
<td></td>
</tr>
<tr>
<td>Bidder is a minority business enterprise Yes _ No_</td>
<td></td>
</tr>
<tr>
<td>(If yes, check ownership category): Black _ Hispanic _ Asian American _ American Indian Alaskan Native _ Hawaiian Peninsula _ Individuals with a Physical Disability _ Female _</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bidder Parent Company (If any)</th>
<th>Bidder is certified above by state of CT Yes _ No_</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Locations in CT (If any)</td>
<td></td>
</tr>
</tbody>
</table>

PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action Equal Employment Opportunity statement posted on company bulletin boards? Yes _ No_

2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes _ No_

3. Do you notify all recruitment sources in writing of your company's Affirmative Action Equal Employment Opportunity employment policy? Yes _ No_

4. Do your company advertisements contain a written statement that you are an Affirmative Action Equal Opportunity Employer? Yes _ No_

5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes _ No_

6. Does your company have a collective bargaining agreement with workers? Yes _ No_
   6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes _ No_
   6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes _ No_

7. Do all of your company contracts and purchase orders contain nondiscrimination statements as required by Sections 4b-60 & 4b-66a Conn. Gen. Stat.? Yes _ No_

8. Do you, upon request, provide reasonable accommodation to employees or applicants for employment who have physical or mental disability? Yes _ No_

9. Does your company have a mandatory retirement age for all employees? Yes _ No_

10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes _ No _ NA_

11. If your company has apprenticeship programs, do they meet the Affirmative Action Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes _ No _ NA_

12. Does your company have a written affirmative action Plan? Yes _ No_
   If no, please explain.

13. Is there a person in your company who is responsible for equal employment opportunity? Yes _ No_
   If yes, give name and phone number.
4. MODIFICATIONS, PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 CONTRACT MODIFICATION PROCEDURES

A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

B. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work.

1. Proposal Requests are not instructions either to stop work in progress or to execute the proposed change.
2. Within 5 days, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time.

C. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.

D. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701, for all changes to the Contract Sum or the Contract Time.


1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

F. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.2 PAYMENT PROCEDURES

A. Submit a Schedule of Values at least ten days before the initial Application for Payment. Break down the Contract Sum into at least one line item for each
major component of the trade. Coordinate the schedule of values with Owners construction schedule.

1. Arrange schedule of values consistent with format of AIA Document G703.
2. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
3. Provide separate line items in the schedule of values for initial cost of materials and for total installed value of that part of the Work.

B. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.

C. Submit three copies of each application for payment according to the schedule established in Owner/Contractor Agreement.

1. With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
2. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
   a. Include insurance certificates, proof that taxes, fees, and similar obligations were paid, and evidence that claims have been settled.
   b. Include consent of surety to final payment [AIA Document G707].
   c. Submit final meter readings for utilities, a record of stored fuel, and similar data as of the date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

3. A 5 per cent retainage will be held on each line of each application until the project is 100 per cent complete. At the Owner's discretion adjustment in the retainage maybe made for portions of the work 100 per cent complete during the early stages of the project.

END OF SECTION
3. CONTRACT MODIFICATION PROCEDURES

PART ONE – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

B. Related Sections include the following:

1. Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.3 MINOR CHANGES IN THE WORK

A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.4 PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
2. Within 10 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
   a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
   b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
   c. Include costs of labor and supervision directly attributable to the change.
   d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.

1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4. Include costs of labor and supervision directly attributable to the change.

5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

1.5 CHANGE ORDER PROCEDURES


PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION
Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a above? Yes__ No__

PART IV - Bidder Employment Information

<table>
<thead>
<tr>
<th>JOB CATEGORY *</th>
<th>OVERALL TOTALS</th>
<th>WHITE (not of Hispanic origin)</th>
<th>BLACK (not of Hispanic origin)</th>
<th>HISPANIC</th>
<th>ASIAN or PACIFIC ISLANDER</th>
<th>AMERICAN INDIAN or ALASKAN NATIVE</th>
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<td>TOTALS ABOVE</td>
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*FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)

Apprentices

Trainees

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX: SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)
**PART V - Bidder Hiring and Recruitment Practices**

1. Which of the following recruitment sources are used by you? (Check yes or no. and report percent used)  
2. Check (X) any of the below listed requirements that you use as a hiring qualification.  
3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination.

<table>
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<tr>
<th>SOURCE</th>
<th>YES</th>
<th>NO</th>
<th>% of applicants provided by source</th>
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<td>Work Experience</td>
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<td>Private Employment Agencies</td>
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<td>Ability to Speak or Write English</td>
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<td>Schools and Colleges</td>
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<td>Written Tests</td>
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<td>Newspaper Advertisement</td>
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<td>Walk Ins</td>
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<td>College Degree</td>
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<td>Present Employees</td>
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<td>Union Membership</td>
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<td>Labor Organizations</td>
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<td>Personal Recommendation</td>
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<td>Minority Community Organizations</td>
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<td>Others (please identify)</td>
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<td>Car Ownership</td>
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<td>Arrest Record</td>
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<td>Wage Garnishments</td>
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</tbody>
</table>

Certification (Read this form and check your statements on it CAREFULLY before signing): I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misrepresentations of fact, I can be subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN GEN STAT.

<table>
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<tr>
<th>(Signature)</th>
<th>(Title)</th>
<th>(Date Signed)</th>
<th>(Telephone)</th>
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</table>
FORM OF BID

(Submit 3 copies on Company letterhead)

Lead Paint Abatement and Siding Repair
Holcombe Farms Farmhouse- Granby Connecticut

PROPOSAL OF: ________________________________

(Official name of company and hereinafter called "bidder")

organized and existing under the laws of the state of ____________, and doing business as:
   [ ] a corporation,  [ ] a partnership, or  [ ] an individual (check one).

To:

Ms. Erica Robertson, Town Manager
Office of the Town Manager
15 North Granby Road
Granby, CT 06035

The BIDDER, in compliance with your invitation to bid for Capital Improvements - New Toilet Facilities - Holcomb Farms - 115 Simsbury Road, Granby CT 06035, having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the contract documents; within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

BIDDER hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the OWNER and to fully complete the project within 90 consecutive calendar days thereafter as stipulated in the specifications. Bidder further agrees to pay as liquidated damages, the sum of $300 for each consecutive calendar day thereafter.

BIDDER acknowledges receipt of the following addenda:

1. ________________________________ 2. ________________________________

3. ________________________________ 4. ________________________________

Base bid works includes:

Exterior Lead Paint Abatement from the Holcomb Farms Farmhouse as outlined in the attached report prepared by RER Associates, LLC, dated April 15, 2021.
Site testing and cleanup of Hazardous Material from the site at the conclusion of the work.

$ ________________________________

BASE BID
Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/offer that it –

(a) ☐ is, ☑ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) ☐ is, ☑ is not a women-owned business. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) ☐ is, ☑ is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

☐ Black Americans      ☐ Asian Pacific Americans      ☐ Hispanic Americans
☐ Asian Indian Americans ☐ Native Americans            ☐ Hasidic Jewish Americans

(d) ☐ is, ☑ is not a bonafide Section 3 Business, and that it meets ☑, does not meet ☐ one of the following criteria;

1. 51% or more of the ownership of this company is owned by Section 3 residents, as defined by HUD.

2. Currently, at least 30% of the employees of the company are Section 3 residents, as defined by HUD.

3. At least 30% of the employees of the company were Section 3 residents, within three years of their date of first hire with this company, as defined by HUD.

4. Provides evidence, as required, of a commitment to subcontract in excess of 25% of the total dollar award of all subcontracts to business concerns that meet one of the first three qualifications above, prior to the award of this contract.

The apparent low bidder will be required to submit documentation from a Certified Agency for any of the designations noted in the affirmative above prior to the award of the contract.

RESPECTFULLY SUBMITTED:

BY: ___________________________________________
Exterior Lead Paint Abatement and Siding Repair
Holcomb Farms Farmhouse
115 Simsbury Road
Granby, CT 06035
2019 - 01

(type or print name and title)

__________________________________________________________
(authorized signature of bidder) ____________________________
(date)

Contact Cell Phone #: ______________________________________

Company Name: __________________________________________

Address: ________________________________________________

____________________________________________________________________

Phone: __________ Fax: __________ Email: ______________________

FEIN or SSN#: __________________

If bid is submitted by a corporation, its seal must appear.

NOTE: The penalty for making false statements in offers is prescribed in
6. TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

A. Use Charges: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated.

B. Water and Electric Power: Available from Owner's existing system without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

C. Conserve use to necessary operation for required work only.

PART 2 - PRODUCTS

A. TEMPORARY FACILITIES

B. Sanitary Facilities: Provide temporary toilets facilities. Coordinate location with Owner.

C. Waste Disposal Facilities: Provide waste-collection containers in sizes and type adequate to handle hazard lead waste materials from construction operation. Coordinate location with Owner.

PART 3 - EXECUTION

3.1 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Each trade shall provide protection, operate temporary facilities, and conduct work as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

B. Contractor shall provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of 2003 EPA Construction General Permit or authorities having jurisdiction.
3.2 OPERATION, TERMINATION, AND REMOVAL

A. Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Return site to its original or better condition where damaged by Temporary Facilities.

END OF SECTION
5. ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.1 PROJECT MANAGEMENT AND COORDINATION

A. Each subcontractor shall coordinate construction operations within their trade and cooperate fully with related trades. to ensure efficient and orderly installation of each part of the Work.

B. Requests for Information (RFIs): Each subcontractor, on discovery of the need for additional information or interpretation of the Contract Documents, shall prepare and submit an RFI. Include consecutive RFI numbering for the particular trade.

C. The Owner's representative will schedule and conduct progress meetings at the project site at weekly or as appropriate for the work in progress intervals. The attendance of attendance of each subcontractor or other entity concerned with current progress or involved in planning, coordination, or performance of future activities.

1. Architect will record minutes and distribute to everyone concerned.

1.2 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Each subcontractor shall coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

2. Submit four copies of each action submittal. Architect will return two copies.

3. Submit two copies of each informational submittal. Architect will not return copies.

4. Architect will return submittals, without review, received from sources other than Subcontractor.

B. Place a permanent label or title block on each submittal for identification. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or
beside title block to record Contractor's review and approval markings and action taken by Architect. Include the following information on the label:

1. Project name.
2. Date.
3. Name and address of subcontractor or supplier.
4. Number and title of appropriate Specification Section.

C. Identify deviations from the Contract Documents on submittals.

D. Subcontractor's Construction Schedule Submittal Procedure: Submit two copies of schedule within 10 days after date contract award.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

A. Product Data: Mark each copy to show applicable products and options. Include the following:

1. Manufacturer's written recommendations, product specifications, and installation instructions.
2. Wiring diagrams showing factory-installed wiring.
3. Printed performance curves and operational range diagrams.
4. Testing by recognized testing agency.
5. Compliance with specified standards and requirements.
6. If variation is inherent in material or product, submit at least three]sets of paired units that show variations.

2.2 INFORMATIONAL SUBMITTALS

A. Qualification Data: Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

B. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
PART 3 - EXECUTION

3.1 SUBMITTAL REVIEW

A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

B. Architect will review each action submittal, make marks to indicate corrections or modifications required, will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.

C. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 013000
12.0 TECHNICAL SPECIFICATIONS

Work Procedures
Carpentry
Painting
12.1 WORK PROCEDURES

1. Work Area Containment:

Barriers: Secure perimeter of the work area by erecting plastic orange lattice fencing 12 feet around the perimeter of the house to keep nonauthorized persons away from the work area. Post warning signs on around the fence while the work is in progress.

Containment is required to collect all paint chips and dust during abatement. All windows and exterior doors shall be covered with plastic sheeting, taped to frames, until abatement on that side of building is completed and surfaces are ready for painting.

2. All personnel in the work area shall wear protective gear as required by regulatory requirements for the location and type of lead removal being performed.

3. Area to be cleaned daily in manner noted below.

4. Clean Up and Waste Disposal: All waste plastic, paint chips, and other contaminated materials shall be wrapped in clear plastic, taped up and labeled prior to removal from the area. Contain by rolling inward or collapse so all paint chips, dust and other debris is sealed in the plastic. Place in minimum 6 mil plastic bags. HEPA vacuum up any paint chips on the ground and surfaces where not captured by the sheet plastic. Disposal of all lead abatement waste shall follow all pertinent local, state and federal regulations.

HEPA vacuum all window wells and test with TSP solution at conclusion of work.

5. Clearance Testing: A visual inspection following clean-up will be performed for the Farmington Valley Health District to verify all lead materials have been removed or the surfaces are ready for encapsulation of any remaining materials.

6. Final Clearance Testing: At the conclusion of the all work including painting, a final inspection will be performed to certify work is completed in accordance of required regulations.

A letter of compliance shall be provided to the Farmington Valley Health District stating project is complete.

These inspections will be performed by:

Andrew Miller
CT Lead Paint Solutions, LLC
andrew@ctleadpaint.com
860-633-3330

Cost of these inspections and reports to by paid by the Town of Granby.
7. A Lead Management Plan shall be written at the conclusion of the project, detailing which areas still have lead-based paint, when and how they should be monitored. The plan shall include areas that have been encapsuled. The plan shall be on file and provided to current and future occupants of the house.
PAINTING

A. Painting

Finish paint the entire house including siding, trim, doors, door and window trim.

1. Base Coat: All areas scraped or still having old lead paint layer to be encapsulated with lead encapsulating paint equal to Fiberlock LBC (Lead Barrier Compound), applied in strict accordance with the manufacturer’s written instructions.

2. Primer for new wood: All new wood, previously unpainted material, apply one coat exterior primer equal to Sherwin Williams Exterior Latex Wood Primer. Apply in strict accordance with manufacturer’s written instructions.

12.1 WORK PROCEDURES

1. Work Area Containment:

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Containment is required to collect all paint chips and dust during abatement. All windows and exterior doors shall be covered with plastic sheeting, taped to frames, until abatement on that side of building is completed and surfaces are ready for painting.

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12.2 LEAD PAINT REMOVAL

A. Preparation for Paint Removal

1. The Town will clear all vegetation and brush from perimeter of the house that will interfere with the removal operation including containing paint chips, flakes and dust. Coordinate with Granby DPW, Kirk Severance, 860-982-9253.

2. Removal all screens prior to starting work.

3. Remove all exterior light fixtures and other accessories that do not have site painted paint. Items that only have manufacturer’s paint on them.

4. Alert residences as to when scrapping and removal will occur.

5. In addition to work described below and removal shall be done in strict conformance to all federal, state and local regulations. When in conflict federal, state and local regulations shall take precedence over the methods described below.

B. Materials for Lead Paint Removal

1. Install heavy weight 6 mil polyvinyl sheeting on the ground to a distance of approximately 12 feet from the house foundation and beyond the house corners. Tape to the foundation.

2. All windows and doors shall be covered with plastic and remain so until all removal work on the side of the house is complete and the side is ready for painting.

3. Approved disposal bags. Place contents of ground clothes at the conclusion of each day’s work or more often, if necessary, into approved disposal containers.

4. Provide disposal certificates at the conclusion of paint removal to the Owner, certifying proper disposal of removed lead paint.

5. Wear approval protective body gear including respirators during the entire removal operation.

C. Paint Removal

1. Hand scrape paint from the all siding and trim, including windows and doors, in a manner to minimize spread of product beyond the protected area. Lightly wet spray surface before scraping to minimize spreading lead containing chips. Do not grind or sand or use any method that will create dust. Light wet sanding may have to be employed to smooth scraped edges. Place contents of ground clothes at the conclusion
of each day’s work or more often, if necessary, into approved sealed disposal containers. Store securely on site until lead paint is removed, then dispose of properly.

2. It is the intent to remove the majority of the lead paint and any of it that is loose by scraping. An inspection will be performed at the conclusion of the scraping operation to determine if other methods shall be employed to remove more to the lead paint from the siding and trim. Inspection will be carried out as noted in 12.1: WORK. PROCEDURES

3. Lead paint that is remaining following scraping maybe lightly wet sanded to smooth edges. And then be encapsulated prior to final finish painting.
CARPENTRY

1. Scope of Repair: Prior to scraping paint, replace and or repair siding and trim as follows: Side references facing the house from the street. See Painting Section for painting of new and existing surfaces.

Street Elevation: No repairs.

Left Elevation: Door jamb, door casing at White door. Attic window. Replace 4 rows of clapboards to right of White door. Replace threshold, sill and kick plate at Yellow door. Replace trim to right of Turquoise door. Corner board between side and rear elevations – replace 5/4” corner boards and include backer as needed. Wood Storm Doors – replace four (4) wood storm doors with new doors of similar design. Include new hardware.

Rear Elevation: Replace bottom 4 rows of siding.

Right Elevation: Replace lattice. Replace one window sill and window casing. Replace approximately 300 LF of siding.

Review exact areas of siding replacement with owner. Cost for quantity of siding replaced beyond that noted above per unit cost in bid.

2. Repair Materials:
   - Clapboards - Clear fir or pine, exposure matching existing – pre-primed. Prime cut edges.
   - Door sills – Oak

3. Removal of existing materials. Remove existing lead coated materials carefully to not disturb lead surfaces. Bag and dispose of properly. After scraping lead
Exterior Lead Paint Abatement and Siding Repair
Holcomb Farms Farmhouse
115 Simsbury Road
Granby, CT 06035

2019 - 01

paint from remaining surfaces install new materials in a professional manner.
Paint all surfaces in accordance with the PAINTING Section of these specifications.