

Town of Morris Housing Authority

Invitation to Bid

Eldridge Priority Repairs

Morris, Connecticut

The Town of Morris Housing Authority (Morris Housing Authority) is accepting bids for priority repairs at Eldridge Elderly Housing, which includes window replacement, kitchen and bathroom fan replacement and construction of one handicap access ramp. All bids must be submitted on forms and in accordance with specifications supplied by the Morris Housing Authority, 109 East Street Morris, CT, 06763. Bids will be received at the Office of the First Selectman, 3 East Street, Morris, CT, 06763 until 2:00PM on July 25, 2024, and will be opened and read publicly at that time in said office. There is no fee for this bid. Bid may be downloaded from the Town of Morris web site: www.townofmorrisct.com or by request to David Berto at dberto@housingenterprises.com.

Instructions to Bidders

1. Intent

The intent of these specifications is to obtain a Contractor for window replacement, kitchen and bathroom fan replacement and construction of one handicap access ramp at Eldridge Elderly Housing located at 109 East Street, Morris, CT, 06763. The Contractor shall have adequate licenses, equipment, and materials for this project to insure completion within **180** business days from the agreed upon starting date.

All Bidders shall observe the following instructions and specifications:

2. General Provisions

Prevailing Wages: This project is subject to the requirements of the Connecticut Department of Labor Prevailing Wage Rates, Residential Rates, Litchfield County, Town of Morris, and all required compliance and reporting requirements. The selected Contractor will provide a completed and signed Contractors Wage Certification Form and any other initial information at the time of contract execution, and ongoing information and forms as required throughout the project time period. Current Wage Rates are available at:

https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/prevailing-wage?language=en_US

CHRO: This project is subject to the requirements of the Connecticut Commission on Human Rights and Opportunities (CHRO) and all required compliance and reporting requirements. The selected Contractor will provide required initial CHRO information at

the time of contract execution, and ongoing information and forms as required throughout the project time period. Information regarding CHRO requirements is available at:
<https://portal.ct.gov/chro/commission/commission/our-purpose>

Place of Opening: Office of First Selectman, 3 East Street, Morris, CT 06763

Time & Date of Opening: 2:00PM on July 25, 2024

Bid Return Envelope: Bidders shall submit bids in an envelope clearly marked, with the bid title and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the Housing Authority shall be rejected. The following forms must be submitted, in both paper copies and in an enclosed thumb drive:

- A. **Form of Bid**
- B. Hold Harmless Agreement and Supplemental Agreement
- C. Non-Collusion
- D. Non-Discrimination
- E. References, at least three, with project summary and contacts

3. Pre-Bid Meeting / Proposal Questions

There will be a pre-bid meeting at Eldridge Elderly Housing, 109 East Street, Morris, CT 06763, at 10:00AM on July 11, 2024.

Any questions pertaining to the scope of the work or content or procedure for submitting proposals should be directed to David Berto of Housing Enterprises, Inc. by e-mail or letter to be received no later than 5:00PM on July 17, 2024. Any questions received after that date will not be answered. Contact information is as follows:

David Berto
Housing Enterprises, Inc.
51 College Street
Enfield, CT 06082
(860) 741-9837
dberto@housingenterprises.com

4. Basis of Award

It is intended that this Contract shall be awarded to the Bidder that best meets the needs of the Morris Housing Authority with respect to qualifications and contractor's cost. Qualifications shall include the ability of the Contractor to complete all work within the stated time frame. The Housing Authority reserves the right to reject all and any bids. **Award of Contract is contingent on grant requested being received.**

5. Notice of Award

The Morris Housing Authority shall give notice of Acceptance of a bid to the successful bidder by mail to the Bidder's address stated in the bid. Individuals are invited to attend the Bid Opening, with official bid results pending notification of the successful bidder.

6. Award of Contract

The Morris Housing Authority reserves the right to reject any and all bids for any reason the Authority deems advisable, and to award contract or contracts to any Contractors bidding on the work, regardless of the amount of bid.

7. Bid Security

A bid bond or certified check is not required for this bid.

8. Performance, Labor and Material Bond

A Performance Bond or Certified Check is not required for this bid.

9. Scope of Work Change

The Housing Authority reserves the right to change the scope of the project after the bid is awarded, without penalty to the Authority. All changes in scope will be issued in writing by David Berto of Housing Enterprises, Inc. or Morris Housing Authority Executive Director, Jim Simoncelli Jr.

10. Substitution of Named Brands

Should brand names appear in this bid, before bidding on any item considered equal to or better than a named item, the Bidder must get written approval from the Architect.

11. Price, Discounts, and Payment

Prices in the bid shall not include any taxes, Local, State, or Federal, as the Morris Housing Authority is not liable. In addition to the price bid, each Bidder may quote binding discounts, which will be considered when making the award.

12. Delays

Contract time delays for completion of work shall be authorized in writing by the Executive Director of the Morris Housing Authority.

13. Liquidated Damages

The amount of two hundred dollars (\$200) is agreed upon as liquidated damages and shall be paid for every day the Contractor exceeds the allowable contract time for completion, one hundred eighty (180) calendar days. This sum shall be paid by the Contractor to the

Morris Housing Authority or withheld from final payment to the Contractor. The contract time period must start with the Notice to Proceed from the Morris Housing Authority.

14. Assignment of Contract

Contractor shall not sublet, sell, transfer, assign, or dispose of contract or any portion thereon or of right, title, or interest therein or obligations thereunder, without written consent of the Morris Housing Authority.

15. Acceptance of Subcontractor

Submission of name of a Subcontractor in the proposal shall be deemed to constitute an acceptance by Contractor, if awarded contract of bid, of such Subcontractor. Any alteration therein, after award of contract, shall be subject to the approval of the Morris Housing Authority.

16. Basis of Payment

Payment for this work shall be at the lump sum bid for work completed and accepted, except as noted herein and shall include all equipment, materials, labor, and tools incidental to the completion of this work.

17. Payments for Extra Work

Written notice of claims for extra work shall be given by Contractor within ten (10) days after receipt of written instruction from the Morris Housing Authority as approved by the Executive Director of the Morris Housing Authority or his designee, to proceed with extra work and also before any work is commenced, except in an emergency endangering life or property. No claim shall be valid unless so made. In all cases, Contractor's itemized sheet showing all labor and material must be submitted to the Morris Housing Authority. The Morris Housing Authority order for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. Unit Prices or combination of unit prices.
- B. A lump sum based on Contractor's estimate accepted by the Morris Housing Authority and approved by the Morris Housing Authority Board of Commissioners.
- C. Actual costs plus ten percent (10%) for overhead and profit.

18. Payment Requests, Retainage and Guarantee Period

Contractor must submit a payment request for payment once each month for work done and materials delivered and installed on the site. Each request for payment must be computed from work completed, less five percent (5%) to be retained until final acceptance of work, including satisfaction of all punch list items. All work shall be guaranteed for one year from final acceptance of work.

19. Insurance

The contractor will file with the Morris Housing Authority, the following evidence of insurance. Certificates must be on file with the Housing Authority before acceptance of Bid or work commences.

Workers Compensation

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident	\$ 100,000 per person
Bodily injury by disease	\$ 100,000 per person
Bodily injury	\$ 500,000 aggregate

Comprehensive Commercial Liability

Bodily injury; General Limit	\$ 1,000,000 aggregate
Products/Completed Operations	\$ 1,000,000 aggregate
Personal and Advertising Injury	\$ 1,000,000 aggregate
Each Occurrence	\$ 1,000,000 aggregate
Fire Damage Limit	\$ 1,000,000 aggregate
Medical Expenses	\$ 100,000 per person

Coverages:

Premises/Independent Contractors
Contractual/Completed Operations/Products
Contractual/Liability will be Broad Form
XCU (explosion/collapse/underground utilities)
Comprehensive Broad Form Liability endorsement or Equivalent
Broad Form Property Damage Liability

Automobile Liability

Bodily Injury	\$1,000,000 per person
Aggregate	\$1,000,000 per person
Property Damage	\$1,000,000 per person

Coverages:

All owned/non owned/hired/borrowed
Contractual liability to be included

Contractors must name the Town of Morris Housing Authority as an additional named insured on all certificates. All policies will provide thirty (30) days' notice of

cancellation as well as ten (10) days' notice of material change in the policies to the First Selectman's Office of the Town of Morris.

20. Environmental. Health and Safety Compliance

The contractor must comply with all local, state and federal environmental health and safety regulations. The contractor's employees must have all required Occupational Health and Safety Administration, Environmental Protection Agency, Connecticut Department of Environmental Protection and Connecticut Department of Health training and certifications. Copies of all applicable training records shall be submitted as part of or in addition to a Health and Safety Plan to the Morris Housing Authority prior to commencing the project. Material Safety Data Sheets must be submitted prior to commencing work for all materials used prior to beginning the project.

21. Permits

The contractor is responsible for obtaining all local, state and federal permits required for completion of the project. Copies of all permits will be submitted to the Morris Housing Authority prior to commencing work. In instances where the governing body waives a permit, a copy of the communication shall be provided in lieu of the permit.

22. Hold Harmless Agreement

The Contractor agrees to hold harmless the Town of Morris Housing Authority and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgements, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury, or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law. The Contractor will be required to sign the enclosed Hold Harmless Agreement prepared by the Housing Authority.

23. Supplemental Agreement

The Contractor named below is an independent contractor and neither the Contractor nor its employees nor the Contractor's Subcontractor(s) under any circumstances, will be considered servants or agents of the Town of Morris Housing Authority, and the Housing Authority will be at no time legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents or the Contractor's Subcontractor(s). The Housing Authority will not withhold from contract payments to the Contractor any Federal or State unemployment taxes, Federal or State Income Taxes, Social Security Tax, or any other amount for benefits to the Contractor. The lump sum or unit charges for service provided does not represent gross wages and further the Housing Authority will not provide the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Housing Authority to its employees. The Contractor will be required to sign the enclosed Supplemental Agreement prepared by the Housing Authority.

24. Length of Contract

The Town of Morris Housing Authority is requesting bid proposals for the time period beginning approximately October 1, 2024. The Town of Morris Housing Authority reserves the right to negotiate with the Contractor selected, additional periods beyond this date if deemed to be in the best interest of the Authority.

**FORM OF BID
Priority Repairs At
Eldridge Elderly Housing,
Morris, CT**

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 the Morris Housing Authority hereinafter called the "Owner".

READERS:

The BIDDER, in compliance with your invitation to bid for the **Eldridge Priority Repairs,**

having examined the combined plans and specifications and 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 **180** consecutive calendar days thereafter as stipulated in the bid documents. Bidder further agrees to pay as liquidated damages, the sum of **\$200** for each consecutive calendar day thereafter.

BIDDER acknowledges receipt of the following addenda:

1. _____
2. _____

PROPOSAL:

The bidder agrees to furnish and install all labor and materials required to fully construct the work in accordance with the contract documents.

BASE BID: (Provide separate \$ amounts in words for each section of the Bid)

Permits _____

General Conditions _____

All work related to the Eldridge Priority Repairs _____

For the total sum of: _____
(Indicate the dollar amount of the bid using written words)

(Provide separate amounts in figures for each section of the Bid)

Permits \$ _____

General Conditions \$ _____

All work related to the Eldridge Priority Repairs \$ _____

\$ _____
(Indicate same amount using figures)

In the case of a discrepancy, the bid amount shown in words will prevail.

ALTERNATES: (as applicable)

1. for the sum of \$ _____

2. for the sum of \$ _____

UNIT PRICES:

Unit Prices: Unit prices include all preparatory and incidental work to provide a complete installation in full accordance with specifications.

1. **As applicable** \$ _____ / xx.

The BIDDER understands that the OWNER reserves the right to reject any or all bids and to waive any informalities in the bidding.

The BIDDER agrees that this bid shall be valid and may not be withdrawn for a period of 120 calendar days after the scheduled closing time for receiving bids.

Upon receipt of funding approval, and of written notice of the acceptance of this bid, the BIDDER will execute the OWNER'S formal contract within 10 days and deliver Surety Bonds as may be required.

The BIDDER agrees to hold bid price submitted through completion of the project.

RESPECTFULLY SUBMITTED:

BY: _____
(type or print name and title)

(authorized signature of bidder)

(date)

Contact Cell Phone #: _____

Company Name: _____

Address: _____

Phone: _____

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 U.S.C. 1001.

HOLD HARMLESS AGREEMENT

The Contractor named below agrees that it will indemnify and hold harmless the Town of Morris Housing Authority and its respective officers, agents and employees from any loss, costs, damages, expenses, judgments and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law, unless and to the extent caused by the Town of Morris Housing Authority's negligence or its willful acts.

SUPPLEMENTAL AGREEMENT

The Contractor named below is an independent contractor and neither the Contractor nor its employees nor the Contractor's subcontractors under any circumstances, will be considered servants or agents of the Town of Morris Housing Authority and the Authority will be at no time legally responsible for any negligence or other wrongdoing by the Contractor, its servants or agents or the Contractor's subcontractors. The Authority will not withhold from the contract payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. The lump sum or unit charges for the services provided does not represent gross wages and further the Authority will not provide the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Authority for its employees.

STATE OF CONNECTICUT)
)
COUNTY OF) ss:

Signed:_____

Print Name:_____

Title:_____

Company:_____

Address:_____

Subscribed and sworn to before me on
this _____ day of _____, 20_____.

Notary Public

NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing the bid)

AFFIDAVIT FOR INDIVIDUAL BIDDER

STATE OF _____

COUNTRY OF _____

_____ being first duly sworn, deposes and says:
(Person's Name)

That they are the person who is the Bidder submitting the accompanying bid for Town of Morris Housing Authority Project, and that they, having read, understood, and agreed to all the terms and provisions thereof, signed this affidavit; and the accompanying bid; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20____

_____ My Commission expires _____
Notary Public
(Seal)

(Signature of named individual)

NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing the bid)

AFFIDAVIT FOR CO-PARTNERSHIP BIDDER

STATE OF _____

COUNTRY OF _____

(Persons' Names)

Each being first duly sworn, each deposes and each for themselves says: That they are a member of and that the persons listed above collectively compose the co-partnership firm designated as

_____ who is the Bidder submitting the
(Firm Name)

accompanying bid for The Town of Morris Housing Authority Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20__

Notary Public
(Seal) My Commission expires _____

Signatures of Named Principals:

NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing the bid)

AFFIDAVIT FOR CORPORATION BIDDER

STATE OF _____

COUNTRY OF _____

_____ being first duly sworn, deposes and says:
(Person's Name)

That they are the _____ of the corporation who
(Official Title of Corporate Officer or Agent)

is the Bidder submitting the accompanying bid for Town of Morris Housing Authority Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20__

_____ My Commission expires _____
Notary Public
(Seal)

(Signature of Corporate Officer or Agent)

TOWN OF MORRIS HOUSING AUTHORITY

NONDISCRIMINATION CERTIFICATION

Representation by Individual

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Instructions:

For use by an individual who is not an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Morris Housing Authority, regardless of contract value. Submit to the awarding agency prior to contract execution.

Representation of an Individual:

I, _____, of _____,
Signatory Business Address

represent that I will comply with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Signatory

Date

Printed Name

TOWN OF MORRIS HOUSING AUTHORITY

NONDISCRIMINATION CERTIFICATION

Representation by Entity

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Instructions:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Morris Housing Authority, regardless of contract value. Submit to the awarding agency prior to contract execution.

Representation of an Entity:

I, _____, _____, of _____,
Authorized Signatory Title Name of Entity

an entity duly formed and existing under the laws of _____,
Name State or Commonwealth

represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____ has a
Name of Entity Name of Entity

policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Authorized Signatory

Date

Printed Name

MORRIS HOUSING AUTHORITY ELDRIDGE ELDERLY HOUSING

**WINDOW REPLACEMENTS, EXHAUST FAN REPLACEMENTS
BUILDING 1 - HC RAMP**

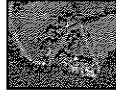
**ELDRIDGE DRIVE
MORRIS, CT 06763**

JUNE 24, 2024

AEPMI

DESIGN & BUILDING CONSULTANTS

241 Main Street, Ansonia CT 06401

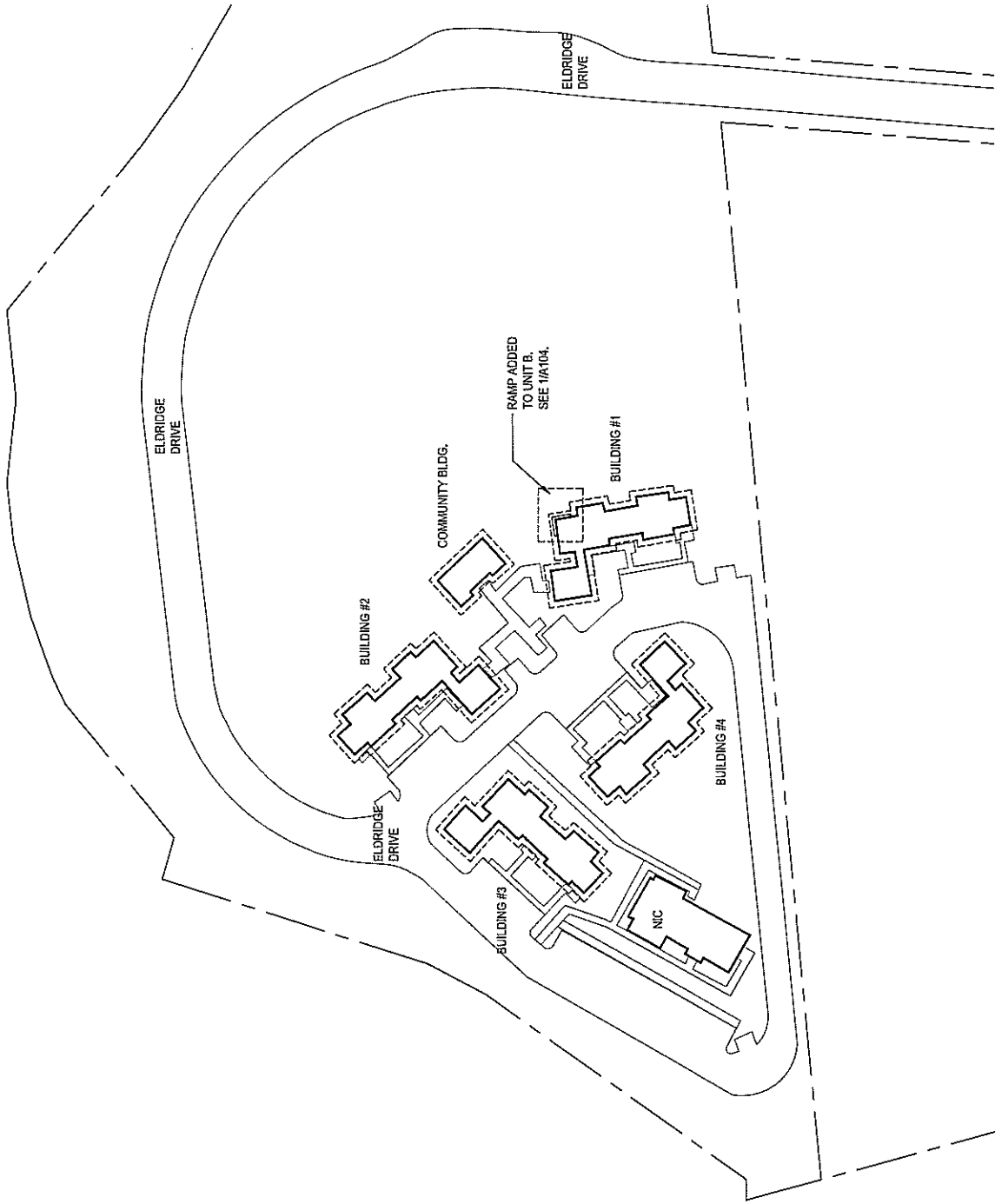
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**MORRIS HOUSING
AUTHORITY - CRITICAL
NEEDS**
**ELDRIDGE DRIVE,
MORRIS, CT 06763**

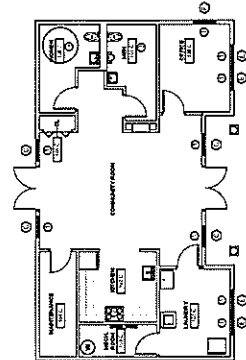
SITE PLAN

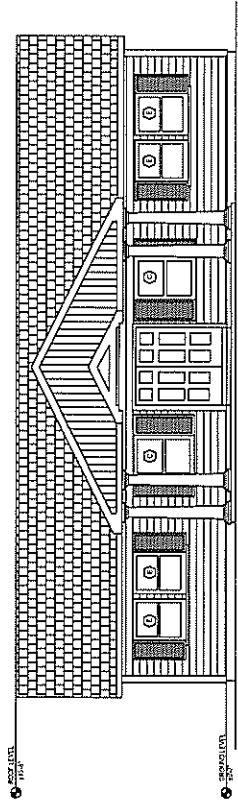
DATE: JUN 24 2024

C100

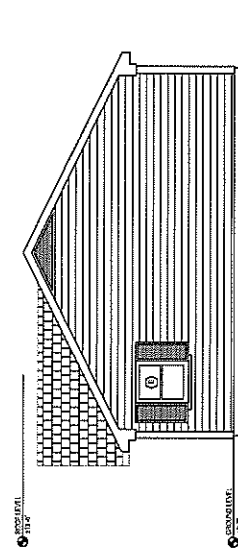


1 **SITE ORIENTATION PLAN**
SCALE: 1" = 40'-0"

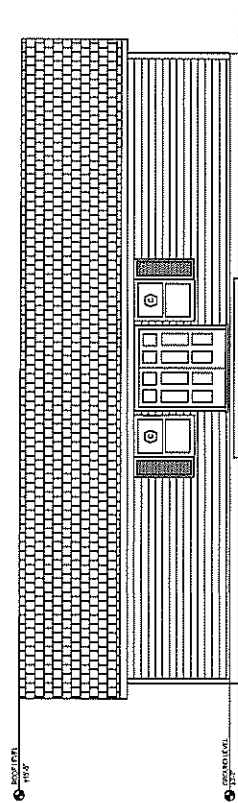




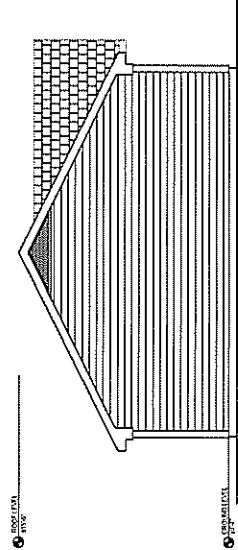
1 WEST ELEVATION
SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



2 EAST ELEVATION
SCALE: 1/4" = 1'-0"



2 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

Invitation to Bid - Eldridge Priority Repairs - Morris, CT

The Town of Morris Housing Authority (Morris Housing Authority) is accepting bids for priority repairs at Eldridge Elderly Housing, which includes window replacement, kitchen and bathroom fan replacement and construction of one handicap access ramp. All bids must be submitted on forms and in accordance with specifications supplied by the Morris Housing Authority, 109 East Street Morris, CT, 06763. Bids will be received at the Office of the First Selectman, 3 East Street, Morris, CT, 06763 until 2:00PM on July 25, 2024, and will be opened and read publicly at that time in said office. There is no fee for this bid. Bid may be downloaded from the Town of Morris web site: www.townofmorrisct.com or by request to David Berto at dberto@housingenterprises.com.

