

# The Town of Union Bridge

## Invitation to Bid

### Town of Union Bridge Community Center Upgrades

The Town of Union Bridge is seeking bids for the following primary upgrades to our Community Center located on Ladiesburg Rd in Union Bridge, MD 21791:

1. Replacement of windows with new, energy efficient models.
2. Replacement of external doors.
3. Addition of framing and insulation for internal cinder block walls.
4. Other work listed in "Scope of Work" section of this document.

All work proposed by bidder shall be inclusive of any and all actions to upgrade or repair the proposed line item to include electrical work, plumbing, HVAC or any other task to complete each item. Estimates for this project will also include the removal of any and all debris derived from the aforementioned tasks and handing over the completed project in a clean and ready-to-use condition. The project will be funded in large part by Maryland Program Open Space (POS), Department of Natural Resources. Regulations and policies of POS will apply to this project.

This bid is open to all qualified companies and contractors. **BIDDERS MUST MAKE A PERSONAL EXAMINATION OF THE LOCATION AND THE PROPOSED WORK AND THE SURROUNDINGS** and shall thoroughly acquaint themselves with the details of the work to be done and all the conditions and obstacles likely to be encountered in the performance and completion of the work.

As this project will be completed with grant funding, the Town may need to eliminate line items from the scope of work to stay within the approved budget. Please quote each scope of work accordingly.

Note that vendor selection will be made on a basis of cost, quality of work demonstrated via examples and references and time to start/complete the project.

**Proposal Contents.** Please submit the following minimum information:

1. **A completed and bid quote on the attached bid form.**
2. Pictures of similar projects done for this or any other municipalities/jurisdictions and other items as needed for the town to assess your proposed design and cost submittal.
3. Sequence of construction
4. Estimate on duration of the project – note that the property will be closed to the public during the project (**Note that we require the project to begin no earlier than November 5<sup>th</sup>, 2018 and to be completed no later than January 31<sup>st</sup>, 2019.**)
5. Company background, years of experience, similar jobs, etc...
6. At least two references.

**Scope of Work.** The Union Bridge Community Center is located on Ladiesburg Rd located within our Town's largest community park. The facility was built in the 1960's and has been a staple in town from the date it was constructed. It is used to host many town and community groups and events including the

West Carroll Recreation department, local churches, local groups, residents, town events and after school programs.

The purpose of this project is to upgrade the center with new windows, doors and insulation so the donated facility can continue to serve our community.

The contractor will be responsible for completion of the following:

1. **Main Hall:**

- a) Include mobilization costs as part of Main Hall line item.
- b) Stud out walls from ceiling to floor using standard 2"x 4" studs and insulate using R-13 BATT insulation (to include finishing work between walls, floors and ceiling).
- c) Install 5/8" drywall (to include any taping, painting and finishing work)
- d) Install 32" painter's grade wainscoting and chair rail and paint using color and finish chosen by the Town.
- e) Replace all crown molding.
- f) Remove and reinstall all side track lights along the perimeter of the room.
- g) Address any affected electrical outlets, light switches or any other wall mounted fixtures to be flush and finished with newly created wall. Ensure outlets are sufficient for county electrical code.
- h) Insulate ceiling with R-42 fiberglass (to include finishing work between walls and ceiling)
- i) Prime and paint walls using color and finish chosen by the Town
- j) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...

2. **Foyer:**

- a) Stud out walls from ceiling to floor using standard 2"x 4" studs and insulate using R-13 BATT insulation (to include finishing work between walls, floors and ceiling).
- a) Install 5/8" drywall (to include any taping, painting and finishing work)
- b) Prime and paint walls using color and finish chosen by the Town
- c) Install 32" painter's grade wainscoting and chair rail and paint using color and finish chosen by the Town.
- d) Address any affected electrical outlets, light switches or any other wall mounted fixtures to be flush and finished with newly created wall. Ensure outlets are sufficient for county electrical code.
- e) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...

3. **Bathrooms:**

- a) Stud out walls from ceiling to floor using standard 2"x 4" studs and insulate using R-13 BATT insulation (to include finishing work between walls, floors and ceiling).
- b) Install 5/8" drywall (to include any taping, painting and finishing work).
- c) Replace all crown molding.
- d) Address any affected electrical outlets, light switches or any other wall mounted fixtures to be flush and finished with newly created wall. Ensure outlets are sufficient for county electrical code.
- e) Prime and paint walls using color and finish chosen by the Town.
- f) Replace 3 toilets (1 in men's room/2 in women's room; one handicapped toilet in each facility)
- g) Replace middle sink in women's room.

- h) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...
- 4. **Doors:**
  - a) Replace all exterior facing doors using insulated, 18 gauge steel doors to include new door jambs and hardware.
  - b) Prime and paint doors and framework with agreed upon color/finish
  - c) Add gutter/grate at exterior side of door jamb on both sets of side doors to prevent water intrusion. Run drainage away from building.
  - d) Completed item to include all finishing materials to deliver in a ready-to-use state.
- 5. **Windows:**
  - a) Replace all windows in hall, foyer, bathrooms and kitchen using fixed, vinyl, white, double glazed, argon filled windows.
  - b) Proposed windows must be from a reputable company and have similar specs and warranties to that of Andersen 100 Series fixed/picture windows.
  - c) Eliminate window in the coat room and patch opening with appropriate insulation, drywall, finishing, prime and agreed upon paint color/finish
  - d) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...
- 6. **Kitchen:**
  - a) Prime and paint kitchen walls with agreed upon color/finish
  - b) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...
- 7. **Room Dividers:**
  - a) Remove all room dividers – do not replace
  - b) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...
- 8. **Vents:**
  - a) Replace all vent covers with agreed upon alternative
  - b) Completed item to include all finishing materials to deliver in a ready-to-use state to include necessary, drywall tape, spackling, caulking, millwork, agreed upon paint, etc...

**Insurance Certificate and Thresholds.** All interested bidders must submit a certificate of insurance with each bid. A contractor shall not commence work under this contract until all of the insurance required under this paragraph has been obtained, and submitted insurance has been approved by the Town. Nor shall a contractor allow any subcontractor to commence work until the insurance required of the subcontractor has been obtained and approved by the Town.

The following minimum insurance thresholds apply to this project.

**General Liability**

- \$2,000,000.00 aggregate
- \$1,000,000.00 per-occurrence

**Professional Liability – If Applicable**

- \$1,000,000.00 aggregate

### Workers Compensation

- As required by law

Bidders must submit a certificate of insurance as part of the bid package to include the above minimum thresholds. The Town of Union Bridge may be listed as a certificate holder for the purposes of a bid but must be listed as additional insured when a contract is approved. The certificates must show the type, amount, class of operations, effective dates and date of expiration of policies.

**Contract.** A contract will be executed as prepared by the town attorney. A sample contract is provided with this request for your review.

**Pre-Bid Meeting.** A pre-bid meeting is scheduled for **5:00 p.m., Wednesday, March 28<sup>th</sup>, 2018** at the project location.

**Deadline to Receive Bids.** Bid proposals will be opened in the Union Bridge Town Office, 104 West Locust Street, Union Bridge, MD 21791, at **10:00 a.m., Thursday, April 19<sup>th</sup>, 2018.**

**Inspection Report and Payment Procedures.** Before submitting any payment request to the Town, the contractor shall schedule an inspection with Mike Reynolds, project manager and Town Councilman Edgar Wentz. Following the inspection, a payment may be submitted for review and payment by the Town. Payments will be made to the contractor based on the progress of work.

There will be a retainage of 5% on all payment requests, with exception of the final payment. Release of the retainage and the issuance of the final payment shall be upon completion of all work, fulfillment of the contract requirements, completion of a final inspection report, approval of the funding authorities as applicable and the approval of all applicable Carroll County agencies.

**Bid Bond.** No bid bond will be required for this project.

**Surety Bond.** The successful bidder must be bonded to the Town in a sum equal to One Hundred (100) percent of the contract price. Such bond shall also include Labor and Materials Payment Bond. The surety must be acceptable to the Town and in the form included with these specifications or as approved by the Town attorney.

**Permits and Regulations.** The contractor shall obtain and pay for all permits, licenses, inspections and approvals necessary for the execution of the contract. The contractor shall comply with all laws, protection of adjacent property and the maintenance of passageways, guard fences or other protective facilities. At least seven days prior to starting work near gas mains, telephone and electrical conduits and other underground utility structures or their appurtenances, the contractor shall notify the public utility having jurisdiction so that the utility may have representatives present if required. Any damage to these structures shall be the contractor's responsibility and expense.

**Guarantee.** The contractor guarantees all of the work performed under this contract, for one year after the date of final acceptance by the Town as follows:

1. All work will remain free from defects or operational failure
2. Against all faulty or imperfect workmanship and against all imperfect, careless and/or unskilled workmanship.

3. The contractor agrees to replace with proper workmanship and materials, and correct or repair without cost to the Town any work that may be improper or incorrect.

**Alterations of Plans and Character of Work.** The Town reserves the right to make such alteration in the plans or in the character of the work as may be considered necessary to complete fully the construction of the work, provided such alterations do not change materially the original plans and specifications, and such alterations shall not be considered as a waiver of any condition of the contract nor to invalidated any of these provisions.

Should such alterations in the plans or in the character of the work produce increased cost or result in decreased cost to the contractor, a fair and equitable sum therefore, to be agreed upon in writing by the contractor and the Town, and approved by the Town before such work is begun, shall be added or deducted from the contract price in the form of a **Change Order**. No alterations in the plans or in the character of the work shall be made without the approval of the Town, and funding agency if applicable.

**Safety.** The contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction for the safety of persons or property.

**Non-discrimination Clause.** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

**Reservation.** The Town of Union Bridge reserves the right to accept, reject or negotiate any or all proposals received in response to this request for proposals, and to waive or amend any terms hereof in connection therewith. The Town shall be entitled to consider the overall profile of each bidder when awarding the bid. While cost is a primary criterion, Town shall not be required to base its award on cost alone. All proposals shall be deemed binding offers for ninety (90) days after the closing date for submission of bids.

**Information.** Contact Mike Reynolds at 410-775-2711 (717-850-5015 mobile) if you have any questions concerning this project.

**End of Invitation to Bid**