

NEW HARTFORD BOARD OF EDUCATION
INVITATION TO BID
WINDOW SAFETY FILM WORK AT ANTOLINI SCHOOL & NEW
HARTFORD ELEMENTARY SCHOOL

New Hartford Board of Education (hereinafter, the “District”) invites the submission of bids from qualified contractors for Window Safety Film work at Ann Antolini School and New Hartford Elementary School.

Bid Documents: Bid Documents can be obtained on the District’s website at www.newhtfd.org under Site Shortcuts. A non mandatory walkthrough for the scope of the work will take place as follows:

Monday, (December 11, 2023)

Antolini: 9:00-10:00a.m.

Bakerville: 10:15-11:15a.m.

NHES: 11:30 a.m.-12:30p.m.

Call New Hartford Board of Education at 860-379-8546 to confirm your appointment.

Bid Due Date/Opening: Bids will be accepted until **January 11, 2024.** (the “Bid Due Date”). **Sealed Proposals will be opened the same day at 3:00 p.m.** Two sealed copies of bids, shall be clearly labeled on the outside with the name of the bidder and bidder’s address in the upper left hand corner, and marked with the words Window Safety Film BID in the lower left hand corner, and shall be submitted to:

New Hartford Board of Education
530 Main Street
P. O. Box 315
New Hartford, CT 06057
Attention: Jeffrey Sousa, Superintendent of Schools

This contract is subject to state set-aside and contract compliance requirements. The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the total state-funded value with DAS-certified Small Businesses and 6.25% of the total state-funded value with DAS-certified Minority-, Women-, and/or Disabled-owned Businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

Bids shall be completed and delivered in accordance with all the requirements of the Bid Documents no later than the Bid Due Date. No emailed or faxed Bids will be accepted. Please refer to the Bid Documents for other important dates and submission requirements.

The District reserves the right to amend or withdraw this Invitation to Bid for any reason whatsoever. The District reserves the right to accept or reject any or all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Bid or part of a bid, that in its judgment will be in the best interest of the District and the Town of New Hartford even if such Bid is not the lowest dollar-cost proposal. The District reserves the right to waive any informalities, technical defects, non-material deficiencies or procedural irregularities in any Bid submission. No Bid will be accepted or opened that is not submitted in compliance with the requirements of the Bid Document.

**NEW HARTFORD BOARD OF EDUCATION
INSTRUCTIONS TO PROPOSERS**

I. Definitions

- A. "Addendum" means written documents issued by the Board pursuant to Article II(J) which modify these Instructions to Proposers by additions, deletions, clarifications or corrections.
 - B. "Proposal" means a submission by a Proposer to provide the goods and services that conform to the Proposal Documents.
 - C. "Proposal Documents" means the Invitation to Submit Proposals and these Instructions to Proposers, all exhibits attached hereto, and any Addendum.
 - D. "Proposal Price" means the price at which the Proposer offers to furnish the goods and services described in the Proposal Documents.
 - E. "Proposer" means the person or entity who submits a Proposal.
 - F. "Board" means the New Hartford Board of Education
 - G. "Contractor" means the Proposer who is selected by the Board to provide the services as set forth herein.
- Unless otherwise indicated, these definitions shall apply to the Proposal Documents.

II. Proposal Instructions

- A. Proposals shall be received from Proposers for Window Safety Film in various areas as identified in Exhibit B.
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.

- C. Proposals must be mailed or delivered to 530 Main Street, P.O. Box 315, New Hartford CT 06057 in an envelope clearly marked "Window Safety Film Bid".
- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal.
- E. The Proposals shall be **submitted no later than 2:00 p.m. on January 11, 2024**. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered. **Sealed Proposals will be opened on January 11, 2024 at 3:00 p.m.**
- F. The Proposer shall submit 2 copies of the Proposal.
- G. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies which the Board might publish.
- H. The Board reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in its judgment will be in the best interest of the Board.
- I. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests are to be made in writing to Jeffrey Sousa, Superintendent (at the address listed above or sousaj@newhtfd.org) prior to January 1, 2024. A written request does not in any way diminish a Proposer's responsibility to get the information it needs to make a Proposal.
- J. Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be posted to the Board's web site. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum.

III. Proposal Requirements

- A. The Proposal shall be submitted with all of the information described in this Article III.
- B. Each Proposer must fill out the "Proposal Form" in the form of Exhibit A and the Pricing Information included in Exhibit B.

C. Each Proposer shall complete the Non-Discrimination Statement included in Exhibit C.

D. Each Proposer must declare that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached as Exhibit D, attached hereto and made a part hereof.

IV. Scope of Work

- A. The Window Safety Film Requirements requested in these Proposal Documents covers all equipment and services required to complete Window Safety Film work in the locations designated by the Board, and shall also incorporate any other labor, materials, supplies, overhead, delivery charges, taxes and profit of the Proposer, and the Proposal Price shall be "all-inclusive." The Board shall be responsible for no other other charges than the prices set forth in Exhibit A and Exhibit B.

- B. The Window Safety Film Requirements identified in the Bid Documents shall be delivered to the locations listed in Exhibit B at times to be designated by the Board, pursuant to one or more purchase orders issued by the Board. The Board has estimated the amount of items it requires in Exhibit B. The Board may order additional, or fewer, items of the same type at the Proposal Prices.

CERTIFICATION:

The Proposer has read and understood the Proposal Documents, INCLUDING ALL EXHIBITS, which are Exhibit A through Exhibit D, all attached hereto and made a part hereof, and the following addendum: _____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to the Board as required by these Proposal Documents are complete and true. I, as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead the Board is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal.

Signature _____ Date _____

Name _____ Title _____

Notary Public _____ [Seal]

Proposer Information

Company: _____

Address: _____

City State Zip: _____

Telephone: _____

Fax: _____

EXHIBIT A

PROPOSAL FORM

The undersigned, having become thoroughly familiar with the terms and conditions affecting the performance and costs of the Window Safety Film Requirements identified in the Bid Documents, hereby proposes and agrees to fully perform the furnishing of and delivery of (to the locations designated by the Board) materials within the time stated and in strict accordance with the Proposal Documents for the following sum of money:

Signed: _____

Proposer's Name

By: _____
Name

Its

Street

City/State Zip

Date

EXHIBIT B

**PROPOSED PRICING FOR WINDOW SAFETY FILM WORK AT ANTOLINI SCHOOL,
BAKERVILLE CONSOLIDATED and NEW HARTFORD ELEMENTARY SCHOOL**

Window Safety Film				
	Item	Price per Square Foot	Square Footage Total	Total Price
1.	Antolini Elementary			
2.	New Hartford Elementary			
	TOTAL			

EXHIBIT C

NON-DISCRIMINATION

The New Hartford Board of Education (the "Board") has made it a matter of policy that it will not enter into contracts which are not in compliance with all Federal and State of Connecticut Statutes and Executive Orders pertaining to non-discrimination. Please complete and return the following Non-Discrimination Statement with the Proposal Documents.

NON-DISCRIMINATION STATEMENT

It is the policy of _____ that it shall not permit discrimination against anyone on the grounds of race, color, religious creed, age, marital status, national origin, gender, sexual orientation, gender identity or expression, ancestry, present or past history of mental disorder, mental retardation, pregnancy or physical disability, or any other class of individuals protected under state and federal law.

Date

Signed (Name/Title of Company Officer)

Telephone Number

Street Address

Fax Number

City/State

EXHIBIT D

NON-COLLUSION STATEMENT

The undersigned hereby declares that this Proposal is made without any connection with any other person or person making any proposal for the same items, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Board is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom.

Signed: _____

Proposer's Name

By: _____

Name

Its

Street

City/State Zip

Date

STATE OF _____:

SS

COUNTY OF: _____

Subscribed and Sworn to before me on this ____ day of _____, 202__.

Notary Public