

City of Shelton

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Bid Requirements for RFQ's & RFP's

This sheet is designed to assist and guide you in submitting your proposal of a bid to the City of Shelton. Where applicable, make sure you have all the necessary documents signed, notarized and page placement. This makes for ease of identification and in making sure all bidders meet with all Federal and state statutes, the City Charter and the Purchasing Department's requirements.

Return all bids to the above address.

Number of Copies:

All submitted bids should have **no less than two sealed copies** when submitting to the Purchasing Department. Since some departments require more, please make sure you follow the departments specification's. Your submitted bid should have an original with the original non-collusion affidavit, price sheet, insurances, bonding and the copy or copies should have the same. If a price sheet is not available use your letterhead.

Return Label:

Please use the supplied return label within this packet for all envelopes, UPS, Fedex packages and or boxes that you will be sending your bid in. This label is to be **prominently displayed** on the outside of all envelopes or packages with all information neatly written or typed.

Non-Collusion Affidavit: (submit as page one of submitted bid)

This form must accompany all sealed bids, RFQ's and RFP's with notary's signature. Failure to include this document with your bid may result in the rejection of your bid.

Pricing: (submit as page two of submitted bid)

Bid pricing should be submitted on your letterhead unless a pricing sheet is included within the specifications. All bids shall be honored for no less than 90 days from bid opening date, bid extension date or clarification of contracts.

Insurances/ Bonding: (page three of submitted bids)

The City requires Bid Bond for all construction projects and must be part of your bid submittal. Bonding, the CT statute 49041 requires any construction contract exceeding \$ 100,000 dollars for public work shall furnish to the City a payment bond of 5% of the amount you submit bid price. Upon award and contract issuance, the City requires a payment and performance bond in the amount of the contract which shall be binding upon the awarding, with a surety or sureties satisfaction to the City, for the protection of persons supplying labor or materials in the prosecution of the work provided. The successful contractor shall be required to furnish with their bid a **Certificate of Insurance acceptable to the City, naming the City as an additional insured. Tax Bonds:** All non-resident contractors are required to post a Guaranty Bond (form AU-766 or Cash Bond (AU-72) in the amount required by the state. This bond will secure payment for applicable taxes payable to the State with regard to the project.

Prevailing Wage:

Under the Davis - Bacon Act, all construction projects for public works, prevailing wage schedules must be part of any and all specifications. Construction Projects that are considered are remodeling, refurbishing, rehabilitation, alterations or repair(s) whose value exceeds \$100,000 and projects for new construction where values exceed \$400,000.

For questions on prevailing wage, visit the Department of Labor's web page at www.CTDOL.State.CT.US

Waiver or Rejection of Bids:

The City's Board of Alderman & Board of Education reserve the right to reject any and all bids in whole or in part, or to waive any informality or technicalities, said proposals; or to accept any proposal or part thereof deemed to be in the best interest of the City of Shelton. Please be advised that if you are awarded a project from the City of Shelton **do not** start work without a signed Purchase Order or executed contract. Both are legal documents engaging you to carry out the projects specifications. Carrying out a project without one of these documents in place can result in your lost time and revenue.

Please have your insurance carrier reference bid number on all Certificates of Insurance

- *Specifications supersede bid requirements above*
- *If this construction project is state funded and is 50,000 dollars or more, state set a sides 4a-60,4a-60a,4a-60g,46a-68b-46a-68f will apply.*

