

**ATTACHMENT B**

**BID FORM  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

**Project Location:**

Manufacturing Alliance Service Corporation  
173 Interstate Ln  
Waterbury, Connecticut 06705

**Bidder Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City / State / ZIP:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**1. Bid Amount**

The undersigned bidder, having carefully examined the RFP, project drawings and specifications, addenda, site conditions, and all requirements applicable to the Work, hereby proposes to furnish all labor, materials, equipment, supervision, coordination, permits, inspections, demolition, installation, testing, balancing, startup, closeout documentation, and all other work necessary to complete the HVAC, ventilation, mechanical, plumbing/gas, electrical, and related improvements for the METAL Finishing Classroom for the following lump sum amount:

**Total Lump Sum Bid:** \$ \_\_\_\_\_

**Written Amount:**

\_\_\_\_\_  
\_\_\_\_\_ Dollars

**2. Proposed Project Duration**

The bidder proposes to achieve substantial completion within:  
\_\_\_\_\_ calendar days from Notice to Proceed.

The bidder proposes to achieve final completion and closeout within:  
\_\_\_\_\_ calendar days after substantial completion.

**3. Addenda Acknowledgment**

The bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_ Date: \_\_\_\_\_

#### **4. Bidder Representations**

By submitting this Bid Form, the bidder represents and certifies that:

1. The bidder has reviewed the complete RFP, project drawings and specifications, schedules, notes, legends, details, attachments, and addenda.
2. The bidder attended the mandatory pre-bid walkthrough.
3. The bidder has examined the project site and existing conditions.
4. The bid includes all costs necessary to complete the Work in accordance with the Contract Documents.
5. The bidder can provide all required bonds, insurance, licenses, permits, labor, materials, equipment, supervision, and subcontractor coordination necessary to complete the Work.
6. The bidder understands that award shall be made to the lowest responsible and qualified bidder, subject to MASC review, DECD requirements, and any required DECD concurrence or clearance.
7. The bidder understands that MASC reserves the right to reject incomplete, non-responsive, non-responsible, conditional, irregular, or otherwise defective bids.

#### **5. Authorized Signature**

The undersigned represents that they are authorized to submit this bid on behalf of the bidder.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Federal Employer Identification Number:** \_\_\_\_\_

**Connecticut Registration / License No., if applicable:** \_\_\_\_\_

**Seal, if applicable:** \_\_\_\_\_

**ATTACHMENT C**

**BID SUBMISSION CHECKLIST**  
**HVAC Improvements for the METAL Finishing Classroom**  
**Manufacturing Alliance Service Corporation**

Each bidder shall submit a complete sealed bid package by the Bid Submission Deadline. This checklist is provided to assist bidders in preparing a complete submission. Failure to submit required documents may result in the bid being deemed incomplete, non-responsive, or rejected.

<b>Required Item</b>	<b>Included</b>
Completed Bid Form	<input type="checkbox"/>
Bid Bond	<input type="checkbox"/>
Contractor Qualification Statement or AIA A305, if required	<input type="checkbox"/>
CHRO Contract Compliance Regulations Notification to Bidders Form, if required	<input type="checkbox"/>
Non-Collusion Certification	<input type="checkbox"/>
Conflict of Interest Certification	<input type="checkbox"/>
Insurance Acknowledgment	<input type="checkbox"/>
Evidence of Bonding Capacity / Surety Letter	<input type="checkbox"/>
Mandatory Site Visit Certification	<input type="checkbox"/>
Addenda Acknowledgment	<input type="checkbox"/>
Bidder Certification of Review	<input type="checkbox"/>
List of Proposed Major Subcontractors	<input type="checkbox"/>
References for Comparable Work	<input type="checkbox"/>
Copy of Applicable Connecticut Licenses / Registrations	<input type="checkbox"/>
Proposed Project Schedule / Duration	<input type="checkbox"/>
Any other documents required by the RFP or issued addenda	<input type="checkbox"/>

**Bidder Certification**

The undersigned certifies that the bid submission includes all items checked above and understands that MASC may reject any bid that is incomplete, non-responsive, conditional, irregular, or otherwise inconsistent with the requirements of the RFP.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT D**

**ADDENDA ACKNOWLEDGMENT  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

The undersigned bidder acknowledges receipt of all addenda issued by Manufacturing Alliance Service Corporation (“MASC”) for the above-referenced solicitation.

Bidders are responsible for reviewing all addenda and incorporating any changes, clarifications, corrections, or additional requirements into their bid submission. Failure to acknowledge receipt of all issued addenda may result in the bid being deemed incomplete or non-responsive.

<b>Addendum No.</b>	<b>Date Issued</b>	<b>Acknowledged</b>
Addendum No. 1	_____	<input type="checkbox"/>
Addendum No. 2	_____	<input type="checkbox"/>
Addendum No. 3	_____	<input type="checkbox"/>
Addendum No. 4	_____	<input type="checkbox"/>
Addendum No. 5	_____	<input type="checkbox"/>

The bidder certifies that its bid includes all costs, requirements, revisions, and clarifications set forth in the addenda identified above.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT E**

**MANDATORY SITE VISIT CERTIFICATION  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

This form certifies that the bidder attended the mandatory pre-bid site walkthrough for the above-referenced solicitation.

**Site Visit Date:** Tuesday, May 26, 2026

**Site Visit Time:** 10:00 AM

**Project Location:**

Manufacturing Alliance Service Corporation

173 Interstate Ln.

Waterbury, Connecticut 06705

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**Bidder Certification**

The undersigned certifies that an authorized representative of the bidder attended the mandatory pre-bid site walkthrough, inspected the project area, reviewed visible existing conditions, and had the opportunity to ask questions concerning site access, coordination requirements, and the Work described in the RFP and project drawings and specifications. The bidder understands that attendance at the mandatory site walkthrough is a condition of bid responsiveness and that failure to attend may result in rejection of the bid.

***Bidder Representative Attending Site Visit***

**Bidder / Company Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**MASC Confirmation**

To be completed by MASC at or after the site walkthrough.

MASC confirms that the above-named bidder representative attended the mandatory pre-bid site walkthrough.

**MASC Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT F**

**BIDDER CERTIFICATION OF REVIEW  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

The undersigned bidder certifies that it has reviewed the complete bid package for the above-referenced solicitation and has included in its bid all costs necessary to complete the Work in accordance with the Contract Documents.

**Bidder Certification**

By signing below, the bidder certifies and acknowledges that it has reviewed and considered the following:

<b>Item Reviewed</b>	<b>Acknowledged</b>
Request for Proposals / Invitation to Bid	<input type="checkbox"/>
Project drawings and specifications prepared by Freeman Companies	<input type="checkbox"/>
All drawing sheets, schedules, notes, legends, details, and specifications	<input type="checkbox"/>
Scope of Work and incorporated technical requirements	<input type="checkbox"/>
Bid Schedule and submission requirements	<input type="checkbox"/>
Mandatory pre-bid walkthrough requirements and site conditions	<input type="checkbox"/>
Addenda issued by MASC, if any	<input type="checkbox"/>
Bond, insurance, retainage, and liquidated damages requirements	<input type="checkbox"/>
DECD compliance requirements	<input type="checkbox"/>
CHRO / affirmative action / contract compliance requirements, if applicable	<input type="checkbox"/>
Prevailing wage / wage compliance requirements, if applicable	<input type="checkbox"/>
Permit, inspection, code, and authority having jurisdiction requirements	<input type="checkbox"/>
Project closeout requirements	<input type="checkbox"/>

The bidder further certifies that it has not relied solely on summary descriptions contained in the RFP and understands that the project drawings and specifications are incorporated by reference and define the controlling technical requirements of the Work.

The bidder acknowledges that failure to identify or account for any requirement shown in, referenced by, or reasonably inferable from the bid documents, addenda, site conditions, applicable codes, or authority having jurisdiction requirements shall not relieve the selected contractor of responsibility for completing the Work.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT G**

**NON-COLLUSION CERTIFICATION  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

The undersigned bidder certifies that this bid has been submitted independently and without collusion, fraud, or improper coordination with any other bidder, prospective bidder, contractor, subcontractor, supplier, or other person or entity.

**Bidder Certification**

By signing below, the bidder certifies that:

1. The bid has been prepared and submitted independently and without agreement, understanding, or arrangement with any other bidder or prospective bidder.
2. The bid amount, pricing, terms, and conditions have not been disclosed to any other bidder or prospective bidder prior to bid opening.
3. The bidder has not directly or indirectly induced, attempted to induce, or agreed with any other person or entity to submit or refrain from submitting a bid.
4. The bidder has not engaged in bid rigging, price fixing, market allocation, rotation of bids, complementary bidding, or any other anti-competitive conduct.
5. No officer, employee, representative, agent, consultant, or governing body member of MASC has any undisclosed financial interest in the bidder's bid or in the bidder's performance of the Work.
6. The bidder understands that any false statement, collusion, fraud, or material misrepresentation may result in rejection of the bid, cancellation of award, termination of contract, and any other remedy available to MASC, DECD, or the State of Connecticut.

The undersigned represents that they are authorized to make this certification on behalf of the bidder.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT H**

**CONFLICT OF INTEREST CERTIFICATION  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

The undersigned bidder certifies that it has reviewed its relationships, interests, and potential conflicts in connection with this solicitation and the proposed Work.

**Bidder Certification**

By signing below, the bidder certifies that:

1. The bidder has not offered, given, solicited, or received anything of value for the purpose of influencing the award of this contract.
2. No officer, director, employee, representative, agent, consultant, board member, or governing body member of MASC has any undisclosed financial interest in the bidder, the bid, or the proposed contract.
3. The bidder has not employed, retained, or entered into any agreement with any person or entity for the purpose of improperly influencing the procurement, evaluation, award, or administration of this contract.
4. The bidder has disclosed any actual, potential, or apparent conflict of interest relating to this solicitation, the proposed contract, MASC, DECD, the City of Waterbury, Freeman Companies, or any other project participant.
5. The bidder understands that failure to disclose an actual, potential, or apparent conflict of interest may result in rejection of the bid, cancellation of award, termination of contract, or any other remedy available to MASC, DECD, or the State of Connecticut.

**Disclosure of Potential Conflicts**

The bidder has no actual, potential, or apparent conflicts of interest to disclose.

The bidder discloses the following actual, potential, or apparent conflicts of interest:

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The undersigned represents that they are authorized to make this certification on behalf of the bidder.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT I**

**INSURANCE ACKNOWLEDGMENT  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

The undersigned bidder acknowledges that, if awarded the contract, it shall be required to provide and maintain insurance coverage in the amounts and forms required by MASC, DECD, the State of Connecticut, and the Contract Documents.

**Required Insurance Acknowledgment**

By signing below, the bidder acknowledges and certifies that, if selected, it can provide certificates of insurance and required endorsements evidencing, at minimum:

1. **Commercial General Liability**
  - o \$1,000,000 per occurrence;
  - o \$2,000,000 general aggregate.
2. **Workers' Compensation**
  - o Coverage as required by Connecticut law.
3. **Automobile Liability**
  - o Coverage for owned, hired, and non-owned vehicles, as applicable.
4. **Umbrella / Excess Liability**
  - o If maintained by the contractor or otherwise required by MASC, DECD, or the Contract Documents.
5. **Builder's Risk Insurance**
  - o If applicable to the Work and required by MASC, DECD, or the Contract Documents.
6. **Additional Insured Requirements**
  - o The State of Connecticut shall be named as an additional insured on applicable liability policies.
  - o MASC and the City of Waterbury shall also be named as additional insureds where required by the Contract Documents.
7. **Hold Harmless / Indemnification**
  - o The contractor's insurance, hold harmless, and indemnification obligations shall include the interests of MASC, the City of Waterbury as building owner, and the State of Connecticut, as applicable.

The bidder understands that failure to provide acceptable certificates of insurance, additional insured endorsements, and any other required insurance documentation may result in rejection of award, cancellation of contract execution, or withholding of Notice to Proceed.

**Bidder Certification**

- The bidder certifies that it can meet the insurance requirements described above.
- The bidder cannot meet the insurance requirements described above and has attached an explanation.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**ATTACHMENT J**

**BONDING CAPACITY / SURETY LETTER REQUIREMENT  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

The undersigned bidder acknowledges that, if awarded the contract, it shall be required to provide all bonds required by MASC, DECD, applicable law, and the Contract Documents.

**Bonding Requirements**

The following bonding requirements shall apply, subject to the final contract amount and applicable DECD requirements:

1. **Bid Bond**  
A bid bond in the amount of at least **five percent (5%) of the total bid amount** shall be submitted with the bid where required by the RFP and applicable DECD requirements.
2. **Performance Bond**  
A performance bond shall be required for contracts exceeding **\$25,000**.
3. **Labor and Material Payment Bond**  
A labor and material payment bond shall be required for contracts exceeding **\$100,000**.

All required bonds shall be issued by a surety authorized to do business in the State of Connecticut and shall be in a form acceptable to MASC and DECD.

**Surety Letter / Evidence of Bonding Capacity**

Each bidder shall include with its bid submission evidence of bonding capacity, such as a letter from the bidder's surety or bonding agent confirming the bidder's ability to obtain the required performance bond and labor/material payment bond if awarded the contract.

The surety letter should include, at minimum:

1. Name of bidder;
2. Name of surety or bonding agent;
3. Confirmation that the surety is authorized to issue bonds in the State of Connecticut;
4. Confirmation that the bidder has sufficient bonding capacity for the proposed contract amount;
5. Contact information for the surety or bonding agent;
6. Signature of an authorized surety or bonding representative.

Submission of a surety letter or evidence of bonding capacity shall not replace the requirement to provide the actual required bonds after award and before contract execution or Notice to Proceed.

**Bidder Certification**

- The bidder has attached evidence of bonding capacity / surety letter.
- The bidder certifies that it can provide all required bonds if awarded the contract.
- The bidder cannot provide the required bonds and has attached an explanation.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT K**

**SIMPLIFIED CONTRACTOR QUALIFICATION STATEMENT  
HVAC Improvements for the METAL Finishing Classroom  
Manufacturing Alliance Service Corporation**

Each bidder shall complete this Contractor Qualification Statement and submit it with its bid. MASC may use this information to determine whether the bidder possesses the skill, ability, experience, financial capacity, bonding capacity, integrity, and qualifications necessary to faithfully perform the Work.

**Additional Pages**

If more space is needed for any section, bidders may attach additional pages or supporting documents. Each attachment should clearly identify the section it relates to, such as **“Section 5 — Key Personnel”** or **“Section 3 — Relevant Project Experience.”** Attachments will be considered part of the bid submission.

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**1. Contractor Information**

**Company Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City / State / ZIP:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website, if applicable:** \_\_\_\_\_

**Federal Employer Identification Number:** \_\_\_\_\_

**Connecticut Business Registration No., if applicable:** \_\_\_\_\_

**Years in Business Under Current Name:** \_\_\_\_\_

**Type of Entity:**

Corporation

LLC

Partnership

Sole Proprietorship

Other: \_\_\_\_\_

**2. Licenses, Registrations, and Certifications**

List all licenses, registrations, certifications, or approvals relevant to the Work, including HVAC, mechanical, plumbing/gas, electrical, or other applicable trade credentials.

License / Registration / Certification	Number	Holder Name	Expiration Date

Attach copies of applicable licenses or registrations.

**3. Relevant Project Experience**

List at least three comparable projects completed within the past five years involving HVAC, ventilation, exhaust, mechanical, plumbing/gas, electrical, industrial, laboratory, manufacturing, training facility, or similar work.

Project Name / Location	Owner / Contact	Scope of Work	Contract Amount	Completion Date
			\$	
			\$	
			\$	

**4. Specialized Experience**

Describe the bidder’s experience with specialized ventilation, exhaust systems, rooftop units, ductwork, hoods, air handling systems, gas connections, electrical coordination, or industrial/classroom/laboratory environments similar to this Project.

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## 5. Key Personnel

Identify key personnel proposed for this Project.

Name	Title / Role	Years of Experience	License / Credential, if applicable

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## 6. Proposed Major Subcontractors

The selected contractor shall perform the Work using its own employees and shall not subcontract any portion of the Work without the prior written approval of MASC. If the bidder anticipates that any portion of the Work cannot be performed by its own employees, the bidder must disclose that in its bid submission and identify the proposed trade, scope, and reason subcontracting would be necessary. Unauthorized subcontracting shall be grounds for rejection of the bid, cancellation of award, termination of contract, or any other remedy available to MASC.

Identify proposed major subcontractors, if known.

Subcontractor Name	Trade / Scope	License No., if applicable	Contact Information

If subcontractors are not known at the time of bid submission, bidder shall identify the trades it anticipates subcontracting and shall provide subcontractor information when available.

**7. Bonding and Insurance Capacity**

Surety / Bonding Company: \_\_\_\_\_

Bonding Agent Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Single Project Bonding Limit: \$ \_\_\_\_\_

Aggregate Bonding Limit: \$ \_\_\_\_\_

Insurance Carrier / Broker: \_\_\_\_\_

Insurance Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**8. Safety and Compliance History**

Within the past five years, has the bidder been cited for any serious or willful safety violation, wage violation, contract compliance violation, license suspension, debarment, default, termination for cause, or failure to complete a project?

No

Yes — If yes, explain below and attach additional pages if necessary.

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Has the bidder ever been debarred, suspended, or declared ineligible from bidding on federal, state, municipal, or publicly funded work?

No

Yes — If yes, explain below.

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**9. Litigation / Claims / Defaults**

Within the past five years, has the bidder been involved in litigation, arbitration, claims, liens, payment disputes, or project defaults related to construction work?

No

Yes — If yes, explain below and attach additional pages if necessary.

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**10. References**

Provide at least three references for comparable work.

Reference Name	Organization	Project	Phone	Email

**11. Certification**

The undersigned certifies that the information provided in this Contractor Qualification Statement is true, complete, and accurate to the best of the bidder’s knowledge. The undersigned understands that MASC may rely on this information in determining whether the bidder is responsible and qualified, and that any false statement, omission, or material misrepresentation may result in rejection of the bid, cancellation of award, termination of contract, or any other remedy available to MASC, DECD, or the State of Connecticut.

**Bidder / Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# NORTHWEST REGIONAL WORKFORCE BOARD

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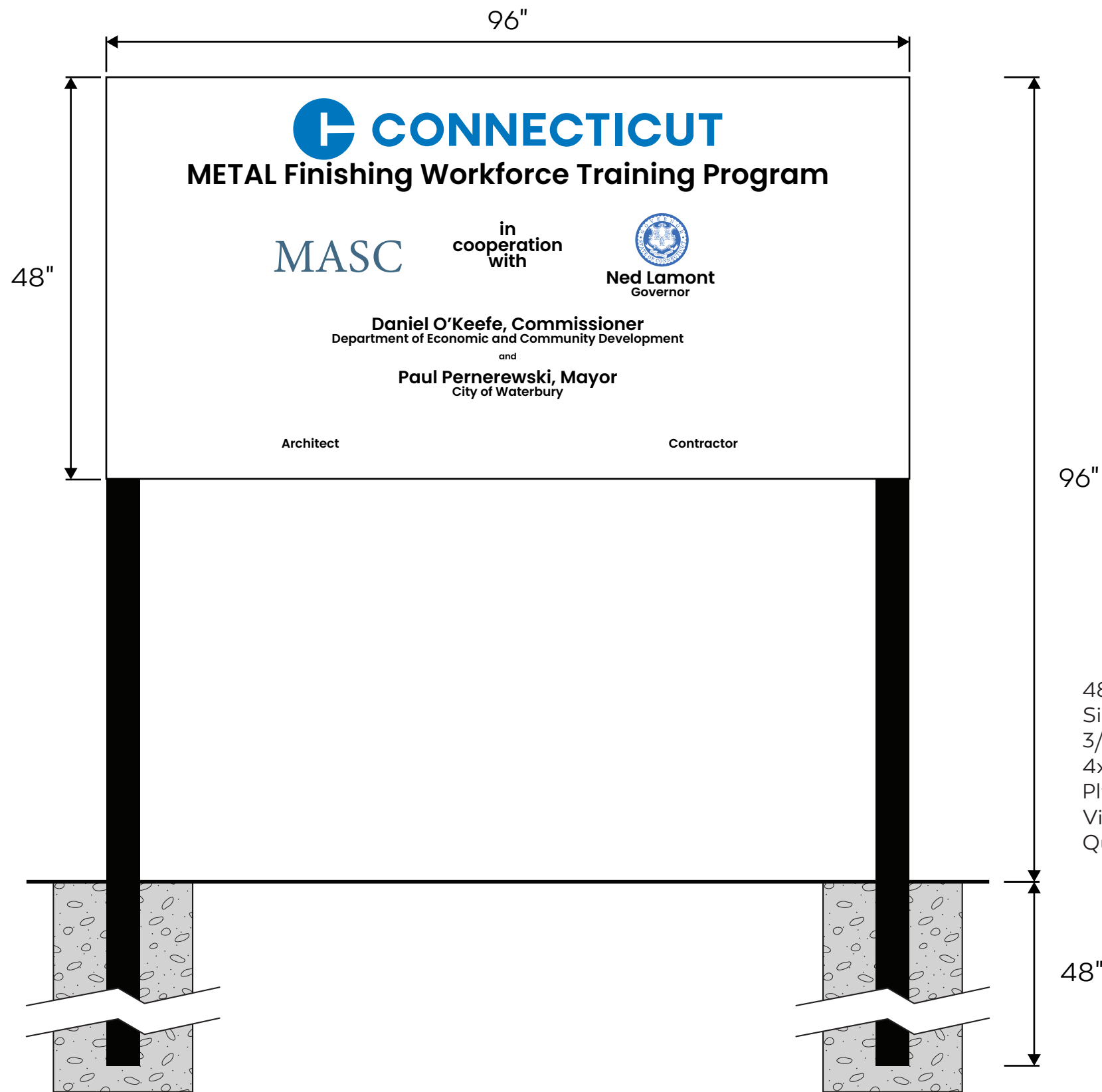
PROJECT SIGN

Waterbury, CT • Job# e67602 • February 26, 2026

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60 Westfield Drive  
Plantsville, CT 06479  
860.229.1812



48" H x 96" W  
 Single sided  
 3/4" MDO-EXT-APA Plywood  
 4x4 Treated wood columns  
 Plywood and support structure shall be painted matte black  
 Vinyl with printed text and graphics applied to face  
 Quantity: 1

**NORTHWEST REGIONAL WORKFORCE BOARD**  
 Project Address:  
 Waterbury, CT

**SPI WO #:** e67602  
**Issue Date:** 2/26/2026

**Account Manager:**  
 Bruce Corriveau  
 bruce@signpro-usa.com  
 860.426.3019

**Designer:** BSA

*DRAWINGS ARE NOT TO SCALE UNLESS OTHERWISE NOTED*

**Revisions:**

**Client to verify all text and information.** Sign Pro makes every effort to correctly transcribe your signage. The client is ultimately responsible for any incorrect dates, names and/or information.

CUSTOMER APPROVAL  APPROVED  APPROVED AS NOTED  REVISE & RESUBMIT

PRINT \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

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**SIGN TYPE**  
**Project Sign**

**PAGE**  
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