

## INVITATION TO BID / PUBLIC NOTICE

**Manufacturing Alliance Service Corporation, Inc.**

**Invitation to Bid**

**HVAC Improvements for the METAL Finishing Classroom**

**173 Interstate Ln, Waterbury, CT 06705**

Manufacturing Alliance Service Corporation, Inc. (“MASC”) invites sealed bids from qualified contractors for HVAC, mechanical, plumbing/gas, electrical, and related improvements to the METAL Finishing Classroom located at 173 Interstate Lane, Waterbury, CT 06705.

The Project is supported by financial assistance from the State of Connecticut Department of Economic and Community Development (“DECD”) through the Urban Act Grant Program for the METAL Finishing Workforce Training Program. The work shall be performed in accordance with the project drawings and specifications prepared for the Project, the DECD Bidding, Contracting & Construction Guidelines for State Programs, the DECD Pre-Procurement Checklist, the Assistance Agreement between DECD and MASC, and all applicable federal, state, and local requirements.

The scope of work generally includes, but is not limited to, HVAC and ventilation improvements, mechanical demolition, new mechanical equipment and ductwork, exhaust components, associated plumbing/gas work, associated electrical work, permits, inspections, testing, balancing, startup, closeout documentation, and all incidental work necessary to provide a complete and operational system in accordance with the project drawings and specifications.

Sealed bids will be received by MASC until:

**Bid Due Date:** Monday, June 8, 2026

**Bid Due Time:** 2:00 PM

**Submission Location:** MASC, 173 Interstate Lane, Waterbury, CT 06705

**Public Bid Opening:** Tuesday, June 9, 2026 at 11:00 AM at MASC, 173 Interstate Lane, Waterbury, CT 06705

A mandatory pre-bid site walkthrough will be held on:

**Pre-Bid Walkthrough Date:** Monday, June 1<sup>st</sup>, 2026

**Time:** 10:00 am

**Location:** MASC, 173 Interstate Lane, Waterbury, CT 06705

Bid documents, including the project drawings and specifications, may be obtained by contacting:

**Contact Name:** Steve Gray

**Title:** Interim School Director

**Email:** [executivedirector@mascttc.com](mailto:executivedirector@mascttc.com)

**Phone:** 203-574-8285

Complete bid documents, drawing and specifications may also be obtained by visiting: <https://nrwib.org/admin-hub>. NRWIB currently administers MASC.

All questions concerning this Invitation to Bid must be submitted in writing to Steve Gray no later than Tuesday, June 2<sup>nd</sup>, 2026 at 4:00 PM. Responses will be issued by written addendum. No oral interpretations shall be binding.

Bids shall be submitted in accordance with the requirements set forth in the full bid package. MASC reserves the right to reject any and all bids, waive informalities or irregularities, and award the contract to the lowest responsible and qualified bidder, subject to DECD requirements and review procedures.

**An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply. This contract is subject to state spending allocation goals and contract compliance requirements.**

## PROJECT BACKGROUND

Manufacturing Alliance Service Corporation, Inc. ("MASC") has received financial assistance from the State of Connecticut Department of Economic and Community Development ("DECD") through a \$300,000 Urban Act Grant for the METAL Finishing Workforce Training Program. The METAL Finishing Classroom has been developed as a hands-on training environment for participants pursuing the National Institute for Metalworking Skills ("NIMS") Plating Technician credential and is intended to support introductory workforce training in metal finishing and electroplating.

This HVAC improvement project is one component of the larger METAL classroom buildout. The remaining classroom and facility buildout, including equipment-related improvements, has already been completed using DECD funding. No additional construction activities are presently anticipated beyond the HVAC, ventilation, mechanical, plumbing/gas, electrical, and related improvements described in this solicitation and in the attached project drawings and specifications.

The purpose of this project is to complete the HVAC and ventilation improvements necessary to support the safe, code-compliant, and functional operation of the METAL Finishing Classroom. The improvements are intended to address chemical ventilation, indoor air quality, classroom readiness, code and safety compliance, and related operational requirements for a metal finishing training environment.

MASC is issuing this solicitation and anticipates entering into the resulting construction contract with the selected contractor, subject to applicable DECD requirements and review procedures. Because the facility is owned by the City of Waterbury, the project may also require coordination with and/or approval from the City of Waterbury as building owner. The project drawings and specifications were prepared by Freeman Companies and are incorporated into this solicitation as part of the controlling technical requirements for the Work.

## PROCUREMENT METHOD AND DECD COMPLIANCE STATEMENT

This solicitation is being issued as a competitive construction procurement by Manufacturing Alliance Service Corporation, Inc. (“MASC”), a Connecticut nonprofit corporation, in connection with the METAL Finishing Workforce Training Program funded through a \$300,000 Urban Act Grant from the State of Connecticut Department of Economic and Community Development (“DECD”).

This procurement, this RFP, and the resulting construction contract shall be conducted in accordance with all applicable DECD requirements, including the DECD Bidding, Contracting & Construction Guidelines for State Programs, the DECD Pre-Procurement Checklist, the Assistance Agreement between DECD and MASC, and all applicable federal, state, and local requirements.

The draft bid package, including this RFP, all attachments, and the project drawings and specifications, shall be submitted to DECD for pre-solicitation review. MASC shall not advertise or release the final solicitation until DECD has completed its required review or otherwise authorized MASC to proceed.

The resulting construction contract shall also include or be subject to the contractor-applicable DECD, State, and Assistance Agreement flow-down provisions included in Attachment O. To the extent any provision of the Assistance Agreement applies to the selected contractor’s performance of the Work, the selected contractor shall comply with such provision.

MASC shall advertise this solicitation through public notice in a newspaper with broad circulation for not less than two days, in accordance with DECD requirements for private

nonprofit projects. MASC may also use additional distribution methods, including direct contractor outreach, trade publications, or posting on relevant procurement platforms; however, such additional methods shall not replace the required public notice advertisement.

MASC intends to award the contract to the **lowest responsible and qualified bidder**, subject to MASC review, DECD requirements, and any required DECD concurrence prior to contract execution. The project shall be procured using a **General Contractor / Prime Contractor** method.

## PROJECT LOCATION AND OWNER/CLIENT TYPE

The Project is located at the METAL Finishing Classroom within the Manufacturing Alliance Service Corporation facility at:

**Manufacturing Alliance Service Corporation**  
**173 Interstate Ln.**  
**Waterbury, CT, 06705**

Manufacturing Alliance Service Corporation, Inc. (“MASC”) is a Connecticut nonprofit corporation and the DECD funding recipient for this Project. For purposes of the DECD procurement requirements, the client type is **Non-Profit**.

MASC is issuing this solicitation and anticipates entering into the resulting construction contract with the selected contractor. The facility is owned by the **City of Waterbury**, and the selected contractor shall coordinate with MASC, Freeman Companies, DECD, and the City of Waterbury as required for access, approvals, permits, inspections, and completion of the Work.

## BID SCHEDULE

The anticipated procurement schedule is set forth below. MASC reserves the right to modify this schedule by written addendum.

<b>Procurement Activity</b>	<b>Date / Time</b>
Public Notice / Bid Notice Posted	Thursday, May 21, 2026
Bid Documents Available	Thursday, May 21, 2026
Pre-Bid Site Walkthrough	Monday, June 1, 2026 at 10:00 AM
Deadline for Written Questions	Tuesday, June 2, 2026 at 4:00 PM

<b>Procurement Activity</b>	<b>Date / Time</b>
Final Addendum Issued, if necessary	Friday, June 5, 2026
Bid Opportunity Closes	Monday, June 8, 2026 at 2:00 PM
Bid Submission Deadline	Monday, June 8, 2026 at 2:00 PM
Public Bid Opening	Tuesday, June 9, 2026 at 11:00 AM
Bid Review / Responsiveness Review	June 10 – June 12, 2026
Anticipated Notice of Intent to Award	Monday, June 15, 2026
Submission of Bid Results to DECD	Monday, June 15, 2026
Anticipated DECD Review / Clearance Period	June 15–June 26, 2026
Anticipated Contract Execution	Week of June 29, 2026
Anticipated Notice to Proceed	Week of July 6, 2026
Anticipated Substantial Completion	Within sixty (60) calendar days of Notice to Proceed
Anticipated Final Completion / Closeout	Within fourteen (14) calendar days after Substantial Completion

Bids must be submitted no later than **Monday, June 8, 2026 at 2:00 PM**, at which time the opportunity to submit bids shall close. Bids received after the Bid Submission Deadline shall not be accepted. Any changes to the Bid Schedule shall be issued only by written addendum.

## **MANDATORY PRE-BID WALKTHROUGH**

A mandatory pre-bid site walkthrough will be held for all prospective bidders as follows:

**Date:** Monday, June 1<sup>st</sup>, 2026

**Time:** 10:00 AM

**Location:** Manufacturing Alliance Service Corporation  
173 Interstate Ln, Waterbury, CT 06705

Attendance at the pre-bid walkthrough is mandatory. Bids submitted by contractors that do not attend the mandatory walkthrough may be deemed non-responsive and rejected.

The purpose of the walkthrough is to allow prospective bidders to inspect existing site conditions, review the project area, understand access and coordination requirements, and evaluate the work required by the project drawings and specifications. Bidders shall be responsible for familiarizing themselves with all visible existing conditions and for accounting for such conditions in their bids.

No oral statements, interpretations, or clarifications made during the walkthrough shall modify the bid documents or be binding on MASC. Any questions arising from the walkthrough must be submitted in writing by the written questions deadline listed in the Bid Schedule. Any formal clarification, correction, or modification to the bid documents shall be issued only by written addendum.

## SCOPE OF WORK

The selected contractor shall furnish all labor, materials, equipment, supervision, coordination, demolition, installation, permits, inspections, 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.

The Work shall be performed in accordance with the project drawings and specifications prepared by Freeman Companies, which are incorporated into this RFP by reference and shall define the controlling technical requirements of the Work. The drawing set includes, but is not limited to, plumbing plans and specifications, mechanical demolition and new mechanical plans, mechanical details, mechanical notes, equipment schedules, HVAC specifications, electrical demolition and new electrical plans, electrical riser/schedule information, and electrical specifications.

The Work generally includes, but is not limited to:

### **1. Mechanical / HVAC Improvements**

- Demolition of existing mechanical components as shown in the project drawings;
- Installation of new HVAC, ventilation, ductwork, exhaust, hood, fan, air handling, rooftop, grille, diffuser, register, and related mechanical components;
- Installation of all supports, hangers, controls, accessories, connections, and appurtenances required for a complete and operational system;
- Startup, testing, balancing, and verification of system operation.

### **2. Plumbing / Gas Work**

- Completion of all plumbing and natural gas work required to support the new mechanical/HVAC equipment;
  - Installation of gas piping, connections, fittings, valves, supports, and related components as shown in the project drawings and specifications;
  - Coordination with utility, permit, inspection, and code requirements as applicable.
- 3. Electrical Work**
- Demolition of existing electrical components as shown in the project drawings;
  - Installation of new electrical feeds, wiring, conduit, disconnects, breakers, controls, panel work, and equipment connections required to support the HVAC, ventilation, and exhaust systems;
  - Coordination with mechanical equipment submittals, controls, and startup requirements.
- 4. Permits, Inspections, and Coordination**
- Securing and maintaining all required permits, approvals, inspections, and utility coordination necessary to complete the Work;
  - Coordinating with MASC, Freeman Companies, DECD, the City of Waterbury as building owner, and any other authority having jurisdiction;
  - Maintaining safe access to the project area and protecting existing building conditions, equipment, and finishes.
- 5. Closeout**
- Providing all required closeout documentation to MASC, including warranties, operation and maintenance manuals, test reports, balancing reports, inspection approvals, as-built or record documentation where required, lien waivers, required AIA closeout forms, and any other documents required by MASC, Freeman Companies, DECD, or applicable authorities. The selected contractor shall be responsible for obtaining, completing, and submitting any required AIA closeout forms to MASC. MASC may submit such documentation to DECD as required for construction closeout, reimbursement, release of retainage, or project file completion.

The Scope of Work stated in this section is intended as a general summary only and shall not limit, reduce, or modify the contractor's obligation to complete the full Work required by the project drawings, specifications, schedules, notes, legends, details, addenda, existing site conditions, and applicable code requirements. Bidders are responsible for reviewing the complete bid package and inspecting the project site before submitting a bid.

Failure to identify or account for any requirement shown in, referenced by, or reasonably inferable from the bid documents or site conditions shall not relieve the selected contractor of responsibility for completing the Work.

## ENGINEER DRAWINGS AND SPECIFICATIONS INCORPORATED BY REFERENCE

The project drawings and specifications prepared by **Freeman Companies** are hereby incorporated into this RFP by reference and shall be considered part of the Bid Documents and Contract Documents.

The stamped engineer-prepared drawings and specifications prepared by Freeman Companies are included as Attachment A and are incorporated into this RFP as controlling technical documents for the Work. Bidders shall perform the Work in accordance with the engineer-prepared drawings and specifications, all issued addenda, and all applicable code, permit, inspection, and authority-having-jurisdiction requirements.

Bidders are responsible for reviewing the complete drawing and specification set, including all sheets, schedules, notes, legends, details, specifications, addenda, and referenced requirements. The Work shall include all labor, materials, equipment, supervision, coordination, permits, inspections, demolition, installation, testing, balancing, startup, and closeout activities necessary to provide a complete and operational system in accordance with the drawings and specifications.

The drawings and specifications include, but are not limited to, the following project disciplines:

### 1. **Plumbing**

- Plumbing plans;
- Plumbing notes, legends, details, and specifications;
- Natural gas piping and equipment connection requirements.

### 2. **Mechanical / HVAC**

- Mechanical demolition plan;
- Mechanical plan;
- Mechanical details;
- Mechanical notes, legends, schedules, and specifications;
- HVAC, ventilation, exhaust, air handling, ductwork, hood, fan, grille, diffuser, register, and related system requirements.

### 3. **Electrical**

- Electrical demolition plan;
- Electrical plan;
- Electrical notes, legends, details, risers, schedules, and specifications;
- Electrical feeds, wiring, conduit, disconnects, controls, panel work, and equipment connection requirements.

In the event of any inconsistency between the general narrative description of the Scope of Work in this RFP and the engineer-prepared drawings and specifications, the drawings and specifications shall control with respect to technical requirements, unless modified by written addendum issued by MASC.

No bidder shall rely solely on the summary descriptions contained in this RFP. Submission of a bid shall constitute the bidder's representation that it has reviewed the complete Bid Documents, inspected or had the opportunity to inspect the project site, and included in its bid all costs necessary to complete the Work in accordance with the Contract Documents.

## BID SUBMISSION REQUIREMENTS

Bidders shall submit one complete sealed bid package by the Bid Submission Deadline stated in the Bid Schedule. Bids received after the deadline shall not be accepted.

Each bid package shall include the following:

1. **Completed Bid Form**
  - Total lump sum bid amount;
  - Acknowledgment of all addenda;
  - Authorized signature of bidder.
2. **Bid Bond**
  - Bid bond in the amount required by this RFP and applicable DECD requirements.
3. **Contractor Qualification Information**
  - Contractor name, address, contact person, phone number, and email;
  - Connecticut license/registration information, as applicable;
  - Description of relevant HVAC, mechanical, ventilation, exhaust, plumbing/gas, and electrical project experience;
  - Identification of major subcontractors, if known;
  - References for comparable work.
4. **CHRO / Contract Compliance Documentation**
  - Any CHRO notification, acknowledgment, or contract compliance forms required by this RFP and DECD guidance.
5. **Insurance and Bonding Capacity**
  - Evidence of ability to meet the insurance requirements of this RFP;
  - Evidence of ability to provide required performance bond and labor/material payment bond, if applicable.
6. **Project Schedule**
  - Proposed number of calendar days to achieve substantial completion following Notice to Proceed;
  - Confirmation that the bidder can meet the anticipated project timeline.
7. **Required Certifications**
  - Non-collusion certification;

- Conflict of interest certification;
- Certification that the bidder has reviewed the full bid package, drawings, specifications, addenda, and site conditions;
- Any additional certifications required by MASC or DECD.

All bids shall be submitted in a sealed envelope clearly marked:  
**“Bid for HVAC Improvements for the METAL Finishing Classroom”**

Bids shall be delivered to:

**Manufacturing Alliance Service Corporation  
173 Interstate Ln.  
Waterbury, CT, 06705  
Attention: Steve Gray, School Director**

**Sealed bids will be accepted for delivery between the hours of 8:00 AM and 2:00 PM on business days prior to the bid submission deadline.**

Bidders are responsible for ensuring that bids are received by MASC before the Bid Submission Deadline. Faxed or oral bids shall not be accepted. Electronic submissions shall be accepted only if expressly authorized by written addendum.

Submission of a bid shall constitute the bidder’s representation that it has reviewed the full RFP, project drawings and specifications, addenda, site conditions, DECD requirements, and all applicable federal, state, and local requirements, and that the bid includes all costs necessary to complete the Work.

## **REQUIRED BID FORMS AND ATTACHMENTS**

Each bidder shall submit a complete bid package using the forms and attachments required by this RFP. Failure to submit required forms may result in the bid being deemed incomplete, non-responsive, or rejected.

The required bid forms and attachments include:

### **1. Bid Form**

- Lump sum bid amount;
- Acknowledgment of addenda;
- Proposed project duration;
- Authorized bidder signature.

### **2. Bid Submission Checklist**

- Confirmation that the bidder has included all required forms, certifications, acknowledgments, and supporting documentation.

### **3. Addenda Acknowledgment**

- Written acknowledgment of all addenda issued by MASC.
- 4. Site Visit Certification**
  - Certification that the bidder attended the mandatory pre-bid walkthrough and reviewed existing site conditions.
- 5. Bidder Certification of Review**
  - Certification that the bidder has reviewed the complete RFP, engineer drawings and specifications, schedules, notes, legends, details, addenda, and applicable requirements.
- 6. Non-Collusion Certification**
- 7. Conflict of Interest Certification**
- 8. Insurance Acknowledgment**
  - Certification that the bidder can meet the insurance requirements stated in this RFP, including naming the State of Connecticut as an additional insured where required.
- 9. Bonding Capacity / Surety Letter**
  - Evidence that the bidder can provide required performance and labor/material payment bonds, if awarded the contract.
- 10. Contractor Qualification Statement**
  - Contractor profile;
  - Relevant project experience;
  - Licenses and registrations;
  - Key personnel;
  - Major subcontractors;
  - References for comparable work.
- 11. DECD Project Sign Template**
  - Required State of Connecticut/DECD project signage template for use during the project.
- 12. Other Required DECD, MASC, or Project-Specific Forms**
  - Any additional forms included in the bid package or issued by addendum.

The following documents shall be included as attachments or exhibits to this RFP:

- **Attachment A — Engineer Drawings and Specifications**
- **Attachment B — Bid Form**
- **Attachment C — Bid Submission Checklist**
- **Attachment D — Addenda Acknowledgment**
- **Attachment E — Mandatory Site Visit Certification**
- **Attachment F — Bidder Certification of Review**
- **Attachment G — Non-Collusion Certification**
- **Attachment H — Conflict of Interest Certification**
- **Attachment I — Insurance Acknowledgment**
- **Attachment J — Bonding Capacity / Surety Letter Requirement**
- **Attachment K — Simplified Contractor Qualification Statement**
- **Attachment L — DECD Project Sign Template**

Bidders shall be responsible for confirming that their bid submission is complete. MASC reserves the right to reject any bid that does not include all required forms, certifications, attachments, acknowledgments, or supporting documentation.

## **BONDS, INSURANCE, RETAINAGE, AND LIQUIDATED DAMAGES**

### **Bonds**

The selected contractor shall provide all bonds required by DECD guidance and applicable law. Bidders shall include evidence of bonding capacity with their bid submission.

At minimum, the following bond requirements shall apply:

1. **Bid Bond**
  - A bid bond or Certified check of **no less than 5% of the total proposed contract value** shall be required for **each bid exceeding \$150,000**.
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 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. DECD's bidding guidelines require bid bonds, performance bonds, and labor/material payment bonds at stated project thresholds, and these requirements should be included directly in the bid package.

## **Insurance**

The selected contractor shall maintain insurance coverage in amounts and forms acceptable to MASC and DECD. Prior to contract execution or Notice to Proceed, the selected contractor shall provide certificates of insurance and required endorsements evidencing compliance with the insurance requirements.

At minimum, the selected contractor shall provide:

1. **Commercial General Liability**
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate
2. **Workers' Compensation**
  - As required by Connecticut law
3. **Automobile Liability**
  - Coverage for owned, hired, and non-owned vehicles, as applicable
4. **Umbrella / Excess Liability**
  - If maintained by the contractor or otherwise required by MASC or DECD
5. **Builder's Risk Insurance**
  - If applicable to the Work, builder's risk coverage shall be provided in a form acceptable to MASC and DECD.

The **State of Connecticut shall be named as an additional insured** on applicable liability policies. The contractor's 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. DECD guidance specifically requires the State of Connecticut to be listed as additionally insured for applicable coverages and identifies minimum commercial general liability limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

## **Retainage**

MASC shall withhold **five percent (5%) retainage** from contractor payment applications, unless otherwise directed or approved by DECD. Retainage shall be released only after substantial completion, final completion, receipt of required closeout documentation, resolution of punch list items, and approval by MASC, Freeman Companies, and any required authority having jurisdiction.

Retainage release may require submission of the Contractor's Affidavit of Release of Liens, AIA Document G706A, and lien waivers from major subcontractors and suppliers, or such other documentation as required by MASC and DECD.

## **Liquidated Damages**

The construction contract shall include a substantial completion deadline based on the final agreed project schedule. The anticipated substantial completion period for this project is **sixty (60) calendar days from Notice to Proceed**, unless modified by written agreement and approved as required.

If the contractor neglects, fails, or refuses to achieve substantial completion by the substantial completion date established in the executed construction contract, and the delay is not otherwise excused under the contract documents, the contractor shall be liable to MASC for liquidated damages for each calendar day of unexcused delay.

The amount of liquidated damages shall be established prior to bidding and shall be subject to DECD concurrence where required. DECD guidance requires major construction/renovation bid packages to include an anticipated construction duration and liquidated damages language, with the amount determined by the owner and subject to DECD concurrence prior to bidding.

**Liquidated Damages Amount: \$350.00 per calendar day after the required substantial completion date.**

## **PREVAILING WAGE / WAGE COMPLIANCE**

Connecticut prevailing wage requirements and Davis-Bacon Act requirements are not anticipated to apply to this Project. MASC reserves the right to modify the Contract Documents if applicable wage requirements are later determined to apply.

## **CHRO / AFFIRMATIVE ACTION / MBE-WBE COMPLIANCE**

The selected contractor shall comply with all applicable State of Connecticut Commission on Human Rights and Opportunities (“CHRO”) requirements, affirmative action/equal opportunity requirements, contract compliance requirements, and minority/women business enterprise participation requirements applicable to this Project.

Bidders are advised that this Project is supported by financial assistance from the State of Connecticut Department of Economic and Community Development (“DECD”). The selected contractor shall be responsible for completing and submitting any CHRO forms, contract compliance filings, affirmative action filings, set-aside filings, or related documentation required by CHRO, DECD, MASC, or applicable law.

The contractor shall make good faith efforts to solicit and utilize qualified Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, and other eligible subcontractors and suppliers where applicable. The contractor shall maintain

documentation of such efforts and shall provide such documentation upon request by MASC, DECD, CHRO, or any other authority having jurisdiction.

The contractor shall not discriminate against any person or firm on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability, physical disability, or any other protected status under applicable federal or state law.

The contractor shall include all applicable nondiscrimination, affirmative action, CHRO, MBE/WBE, and contract compliance requirements in all subcontracts and purchase orders issued in connection with the Work.

**The selected contractor shall also be responsible for completing and submitting the applicable CHRO Good Faith Efforts Plan (long form or short form, as applicable) directly to CHRO, with a copy provided to the DECD Project Manager, in accordance with CHRO, DECD, and applicable State of Connecticut requirements.**

## CONTRACTOR QUALIFICATIONS

Bidders shall possess the skill, ability, experience, licensing, staffing, financial capacity, bonding capacity, and integrity necessary to faithfully perform the Work required by this RFP and the project drawings and specifications.

DAS prequalification is not anticipated to apply because the estimated contract value is below the applicable \$1,000,000 threshold. If the final estimated value or any trade package triggers DAS prequalification requirements, MASC shall include the required DAS prequalification language by addendum before bid opening.

At minimum, bidders shall demonstrate the following qualifications:

- 1. Relevant Project Experience**

Experience completing HVAC, ventilation, exhaust, mechanical, plumbing/gas, electrical, and related construction work of similar size, complexity, and character.

- 2. Licensed and Qualified Personnel**

All work shall be performed by properly licensed, registered, trained, and qualified personnel and subcontractors, as required by applicable federal, state, and local law.

3. **Industrial / Specialized Ventilation Experience**

Experience with ventilation, exhaust, ductwork, air handling, and related systems in industrial, laboratory, manufacturing, training, or similar environments is preferred.

4. **Capacity to Complete the Work**

Ability to provide sufficient labor, supervision, materials, equipment, subcontractor coordination, project management, and scheduling capacity to complete the Work within the required project timeline.

5. **Bonding and Insurance Capacity**

Ability to provide all required bid, performance, labor/material payment, and other bonds, as applicable, and to maintain all insurance coverage required by this RFP, MASC, DECD, and applicable law.

6. **Comparable References**

At least three references for comparable projects completed within the past five years, including project name, owner/contact, project description, contract value, completion date, and contact information.

7. **Compliance Record**

A satisfactory record of compliance with applicable laws, codes, wage requirements, safety requirements, nondiscrimination requirements, CHRO requirements, and contract obligations.

MASC may consider bidder qualifications, references, past performance, responsiveness, responsibility, completeness of bid submission, ability to meet the project schedule, and demonstrated capacity to complete the Work when determining whether a bidder is responsible and qualified. The contract shall be awarded to the lowest responsible and qualified bidder, subject to MASC review, DECD requirements, and any required DECD concurrence.

## **SELECTION STANDARD: LOWEST RESPONSIBLE AND QUALIFIED BIDDER**

MASC intends to award the construction contract to the **lowest responsible and qualified bidder**, subject to MASC review, DECD requirements, and any required DECD concurrence prior to contract execution.

For purposes of this solicitation, the **lowest responsible and qualified bidder** means the bidder whose bid is the lowest among bidders possessing the skill, ability, experience, financial capacity, bonding capacity, integrity, and qualifications necessary to faithfully perform the Work.

In determining whether a bidder is responsible and qualified, MASC may consider, without limitation:

1. Completeness and responsiveness of the bid submission;
2. Bidder's relevant experience with similar work;
3. Bidder's licenses, registrations, staffing, and subcontractor qualifications;
4. Bidder's bonding and insurance capacity;
5. Bidder's ability to meet the project schedule;
6. Bidder's references and past performance;
7. Bidder's compliance history, including safety, wage, CHRO, nondiscrimination, and contract compliance requirements;
8. Any other objective criteria reasonably related to the bidder's ability to complete the Work.

MASC reserves the right to reject any bid that is incomplete, non-responsive, non-responsible, unbalanced, conditional, irregular, or otherwise inconsistent with the requirements of this RFP. If MASC determines that the apparent low bidder is not responsible or qualified, MASC shall proceed in accordance with applicable DECD requirements, including any required notice to or concurrence from DECD before award.

## CONTRACT AWARD AND DECD REVIEW REQUIREMENTS

MASC's selection of a contractor shall be subject to applicable DECD review and documentation requirements. No construction contract shall be final until all required procurement review steps have been completed and the contract has been properly executed by the parties.

Following the bid opening, MASC shall review bids for responsiveness, responsibility, qualifications, and price. MASC shall prepare a bid tabulation and identify the apparent lowest responsible and qualified bidder. If fewer than three bids are received, MASC shall notify DECD and request instructions before proceeding with award.

Before contract execution, MASC shall submit required post-bid documentation to DECD, which may include, but is not limited to:

1. Completed bid tabulation;
2. Copies of the lowest responsive bids, as required by DECD;
3. Copies of required bid bonds or certified checks;
4. Copies of public notice advertisements and/or publisher affidavits;
5. Copies of any addenda issued during the bid period;
6. Recommendation of award from the project design professional, if required;
7. MASC's proposed award recommendation;
8. Any contract compliance or bidder documentation required by DECD.

Award of the construction contract shall be made to the lowest responsible and qualified bidder, subject to MASC's review and any required DECD concurrence or clearance. If MASC determines that the apparent low bidder is not responsible or qualified, MASC shall notify DECD and request any required concurrence before rejecting that bidder and proceeding to another bidder.

After award and prior to Notice to Proceed, the selected contractor shall provide all required contract execution documents, including applicable bonds, insurance certificates and endorsements, CHRO or contract compliance documentation, executed contract documents, and any other documents required by MASC, DECD, or applicable law.

## PAYMENT APPLICATIONS, AIA DOCUMENTS, RETAINAGE, AND CHANGE ORDERS

### **Payment Applications**

Unless otherwise approved by MASC and DECD, the selected contractor shall be responsible for obtaining, completing, and submitting payment applications to MASC using AIA Document G702, Contractor's Application and Certificate for Payment, and AIA Document G703, Continuation Sheet, or other forms approved by MASC and DECD. Payment applications shall reflect the value of Work completed through the applicable billing period and shall include all required supporting documentation.

Payment applications shall be subject to review by MASC, Freeman Companies, and any other reviewer required by MASC or DECD. MASC shall not be obligated to process any payment application that is incomplete, unsupported, inconsistent with the Contract Documents, or not approved in accordance with the required review process.

MASC may submit approved payment applications and supporting documentation to DECD for construction monitoring, reimbursement, release of funds, or project file purposes.

### **Retainage**

MASC shall withhold **five percent (5%) retainage** from contractor payment applications unless otherwise directed or approved by DECD.

Retainage shall be released only after final completion of the Work, completion of all punch list items, receipt of all required closeout documentation, delivery of warranties and manuals, submission of required lien waivers or releases, and final approval by MASC and any required reviewing parties.

## **Change Orders**

No change to the scope, price, schedule, materials, equipment, or Contract Documents shall be valid unless approved through a written change order executed by MASC and the contractor.

The contractor shall not proceed with changed or additional work without prior written authorization. Work performed without written authorization may be deemed unauthorized and non-compensable.

All proposed change orders shall include, at minimum:

1. Description of the proposed change;
2. Reason for the change;
3. Cost increase or decrease;
4. Schedule impact, if any;
5. Supporting backup documentation;
6. Identification of any subcontractor costs, material costs, labor costs, markups, or credits;
7. Confirmation that the change is within the approved project scope and funding eligibility, if applicable.

MASC may submit change orders to DECD for review or eligibility determination where required. DECD reserves the right to determine whether any change order cost is eligible for State funding. Change orders shall also be subject to any applicable CHRO, wage, bonding, insurance, permitting, or code requirements.

## **PROJECT CLOSEOUT REQUIREMENTS**

The selected contractor shall complete all closeout requirements before final payment and release of retainage. Closeout documentation shall be submitted in a form acceptable to MASC, DECD, and any applicable authority having jurisdiction.

At minimum, project closeout shall include:

1. **Final Completion of Work**
  - Completion of all Work required by the Contract Documents;
  - Completion of all punch list items;
  - Removal of contractor materials, debris, and temporary protections;
  - Restoration of affected areas to the condition required by the Contract Documents.
2. **Permits and Inspections**
  - Copies of all final permits, inspection approvals, sign-offs, certificates, and approvals required by applicable authorities having jurisdiction.
3. **Testing, Startup, and Balancing**

- Startup documentation for installed equipment;
  - Testing and balancing reports;
  - Verification that HVAC, ventilation, exhaust, plumbing/gas, electrical, and related systems are complete, operational, and functioning in accordance with the drawings and specifications.
- 4. Warranty Documentation**
- Manufacturer warranties;
  - Contractor workmanship warranty;
  - Warranty start dates and contact information for warranty claims.
- 5. Operations and Maintenance Materials**
- Operations and maintenance manuals;
  - Equipment data sheets;
  - Maintenance instructions;
  - Recommended service schedules;
  - Training or orientation materials, if applicable.
- 6. Record Documents**
- As-built or record drawings, if required;
  - Documentation of approved substitutions, field changes, and change orders;
  - Final equipment and material submittals.
- 7. Payment and Release Documents**
- Final Application and Certificate for Payment using AIA Document G702 and AIA Document G703, unless otherwise approved by MASC and DECD;
  - Certificate of Substantial Completion using AIA Document G704, if required;
  - Contractor's Affidavit of Payment of Debts and Claims using AIA Document G706, if required;
  - Contractor's Affidavit of Release of Liens using AIA Document G706A, if required;
  - Final lien waivers or releases from major subcontractors and suppliers;
  - Consent of Surety Company to Final Payment using AIA Document G707, if required;
  - Certified payroll records or wage compliance documentation, if applicable;
  - CHRO or contract compliance closeout documentation, if applicable.
- 8. DECD Closeout Documentation**
- Any documents required by DECD for construction closeout, payment support, compliance verification, or project file completion.

Final payment and release of retainage shall not be made until MASC has determined that the Work is complete, all required closeout documents have been received, all applicable approvals have been obtained, and all project closeout requirements have been satisfied.

## ATTACHMENTS / EXHIBITS

The following attachments and exhibits are incorporated into this RFP and shall be considered part of the Bid Documents. Bidders are responsible for reviewing all

attachments, exhibits, forms, specifications, drawings, and addenda before submitting a bid.

- A. **Attachment A — Engineer Drawings and Specifications:** Defines the controlling technical scope, design requirements, and construction specifications for the Work.
- B. **Attachment B — Bid Form:** Provides the required form for bidders to submit their lump sum price, project duration, addenda acknowledgment, and authorized signature.
- C. **Attachment C — Bid Submission Checklist:** Helps bidders confirm that all required documents, forms, certifications, and supporting materials are included in their bid package.
- D. **Attachment D — Addenda Acknowledgment:** Confirms that the bidder has received, reviewed, and incorporated all addenda issued during the bid period.
- E. **Attachment E — Mandatory Site Visit Certification:** Documents that the bidder attended the required pre-bid walkthrough and reviewed existing site conditions.
- F. **Attachment F — Bidder Certification of Review:** Confirms that the bidder reviewed the full RFP, drawings, specifications, addenda, site conditions, and applicable requirements before submitting its bid.
- G. **Attachment G — Non-Collusion Certification:** Certifies that the bid was prepared independently and without collusion, bid-rigging, price-fixing, or improper coordination.
- H. **Attachment H — Conflict of Interest Certification:** Requires bidders to disclose any actual, potential, or apparent conflicts of interest related to the solicitation or project.
- I. **Attachment I — Insurance Acknowledgment:** Confirms that the bidder can meet the insurance requirements if awarded the contract.
- J. **Attachment J — Bonding Capacity / Surety Letter Requirement:** Confirms that the bidder can provide required bonds and has sufficient bonding capacity for the project.
- K. **Attachment K — Simplified Contractor Qualification Statement:** Collects bidder qualifications, experience, licenses, key personnel, capacity, references, and compliance history.
- L. **Attachment L — DECD Project Sign Template:** Provides the required State of Connecticut/DECD project signage format for use during the project.

MASC reserves the right to issue additional attachments, exhibits, forms, clarifications, or addenda during the bid period. Any addendum issued by MASC shall become part of the Bid Documents and shall be acknowledged by bidders in their bid submissions.