

Request for Proposal

COMMUNITY RENEWAL TEAM (CRT)
INVITATION TO BID
RFP BOCA Pharmacy Renovations



INDEX

Section Number	Page Number
1. INVITATION TO BID	2
2. INTRODUCTION	2
3. INSTRUCTIONS TO BIDDER	3
4. GENERAL CONDITIONS	5
5. PROJECT SPECIFICATIONS/SCOPE OF WORK	10
6. ATTACHMENTS	27
A. Bid Proposal Authorization Form	
B. Customer Reference Form	
C. Bid Form	
7. DRAWINGS	30



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INVITATION TO BID

Beginning **April 14, 2025**, bid package and specifications for CRT RFP BOCA Pharmacy Renovations may be downloaded on the Community Renewal Team (CRT) website portal www.crtct.org under vendors, and on the CT State Department of Administrative Services contracting portal at [CTsource Bid Board](https://portal.ct.gov/DAS/CTSource/BidBoard) <https://portal.ct.gov/DAS/CTSource/BidBoard>.

A **mandatory** site walk-through is scheduled for **Wednesday, April 23, 2025, at 5pm at 330 Market Street, Hartford, CT**. Please RSVP no later than **Monday, April 21, 2025, at 3:00pm**, to Jeanette Dunbar at dunbarj@crtct.org.

Late bids will not be accepted. No exceptions.

Quote must be submitted on the prescribed form. No exceptions.

Please submit utilizing the Bid Proposal Authorization Form.

CRT is exempt from State/Federal taxes.

This is not a prevailing wage rate project.

Questions should be directed to Jeanette Dunbar at dunbarj@crtct.org

INTRODUCTION

CRT HISTORY AND MISSION

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 as an anti-poverty agency serving people and families throughout the Connecticut River Valley in 75 Connecticut towns. Early Care and Education, Meals on Wheels, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive.

ORGANIZATIONAL PURPOSE

CRT fulfills its mission through pursuit of the following organizational objectives:

- Increase resources available to meet basic needs of low-income families while supporting their move to economic self-sufficiency, leading to a reduction in the number of households in crisis.



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- Expand the number of households who are comfortably sustained through employment by assessing employee's needs, improving workers' skills, supporting job retention, and addressing persistent barriers to employment.
- Engage a broad regional coalition to develop and implement a plan to address poverty, while developing grassroots leaders who can advocate for themselves and their community.
- Increase educational opportunities for the region's children, youth and adults by expanding and promoting quality programs while addressing barriers to participation.
- Increase access to a comprehensive system of community-based services to improve physical and mental health, strengthen family well-being and support sustained independence.
- Improve access to affordable, appropriate residences by increasing housing stock; enhancing financial literacy and assets; and supporting people as they become residentially independent.

PROJECT PURPOSE

CRT is seeking bids from qualified contractors to renovate a portion of the lower level at 330 Market Street, Hartford for a BOCA Pharmacy in accordance with the Drawings and Specifications contained herein. (Page 10)

INSTRUCTIONS TO BIDDER

BY MAIL OR HAND DELIVERY

Sealed proposals via Mail or Hand Delivery will be received at Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120 between the hours of 9am – 3pm (Monday-Friday) until **Wednesday, May 7, 2025 – 10:00am**. Bids must be addressed to:

Jeanette Dunbar
Purchasing Manager
Community Renewal Team, Inc.
555 Windsor Street
Hartford, CT 06120

Submit the completed bid forms and any necessary attachments in a sealed opaque envelope clearly labeled with the name of the bidder, address, and the words "BID DOCUMENTS". Clearly mark your envelope with the bid number and bid title as to prevent opening of a sealed bid prior to the opening date.



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BY EMAIL

Proposals will be accepted by electronic mail in PDF format to crt-bids@crtct.org. The subject line must read “BOCA Pharmacy Renovations” however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. The proposal and all required documents sent by email must be received by **Wednesday, May 7, 2025 – 10:00am.**

- Late bids will not be accepted – no exceptions.
- Once bids are opened, the bid shall stand firm for ninety (90) days after the bid opening.
- Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours (24) in advance of the response deadline.

Questions will be accepted up until **Wednesday, April 30, 2025 – 10:00am.** and all questions will be answered and posted via addendum on the Agency website at www.crtct.org Vendors page and the State Portal, by **Friday, May 2, 2025 by 3:00pm.** Email questions to dunbarj@crtct.org. In the subject line reference the RFP Name.

Bids will be opened and results emailed to all participants and posted on the CRT website portal www.crtct.org under vendors, and on the CT State Department of Administrative Services contracting portal at [CTsource Bid Board](https://portal.ct.gov/DAS/CTSource/BidBoard) <https://portal.ct.gov/DAS/CTSource/BidBoard>.

DOCUMENTS TO BE SUBMITTED

The following forms are required to be submitted with your proposal.
Failure to submit all forms will disqualify the bidder.

- a) Bid Proposal Authorization Form (Attachment A)
- b) Customer Reference Form (Attachment B)
- c) Bid Form (Attachment C)
- d) Sample Certificate of Insurance

If the bidder finds any omissions, discrepancies or errors in the specifications or other Contract Documents or should she/he be in doubt as to the meaning of the specifications or other Contract Documents, she/he should immediately notify Jeanette Dunbar, who may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar may be contacted at dunbarj@crtct.org. No oral interpretations shall be



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made to any bidder and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

GENERAL CONDITIONS

BID PRICE

Please submit your bid utilizing the Sample Bid Form, Attachment C.

PROPOSAL COMPLIANCE

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such, a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, the terms and conditions shall prevail in the Invitation to Bid.

RIGHT OF REJECTION

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.
- The Department Head or designee may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

METHOD OF AWARD

- Bids will be awarded to the most responsible, responsive and qualified Contractor as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the

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contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.

- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract. Contractors will need to comply with fire code egress requirements during construction.

QUALIFICATIONS OF BIDDER

CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by, or investigation of the vendor fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

ERRORS, INTERPRETATIONS AND ADDENDA

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT.

TRADE NAMES OR SUBCONTRACTING

- Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted "no substitute". The intention is to indicate to bidders the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models will be considered unless item is noted "no substitute". The bidder is to clearly state in her/his bid exactly what she/he intends to furnish, and to furnish with her/his bid a sheet or illustration or other descriptive matter which will clearly indicate and give specification as to the product she/he proposes to furnish.
- Where a bid is offered on an item other than the trade standard used in the specification, the item should be annotated on the bid form by referencing an addendum which states the i) make, ii) trade name, and iii) model number. Samples



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are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to pay for and accept the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense.

- The Contractor shall not subcontract the work under this project without written approval of CRT's Chief Financial Officer (CFO) or his designee.

INDEMNIFICATION

The selected Contractor shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

RIGHT OF THE OWNER TO TERMINATE CONTRACT

- Failure of a Contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.
- In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, CRT may serve written notice upon the Vendor of their intention to terminate the Contract. Such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Vendor.
- If Contract is terminated, CRT reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.



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RISK OF LOSS

Bidders agree to bear all risk of loss, injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid.

INSURANCE, BONDS AND WAGE REQUIREMENTS

The Contractor shall provide evidence of insurance listed below and name “Community Renewal Team, Inc. 555 Windsor Street, Hartford, CT 06120” as additional insured on the Certificate of Insurance.

Contractor shall provide a Certificate and other evidence of such insurance to CRT at the signing of the agreement and upon demand any time thereafter during the duration of this agreement in amounts acceptable to CRT not less than the following:

- General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
- Automobile Liability (\$1,000,000 each accident);
- Umbrella Liability (\$1,000,000 each occurrence);
- Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit).

EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

CONFIDENTIAL INFORMATION

During the course of its contract with CRT, bidder may encounter confidential agency and/or client information. Bidder agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the confidential information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.



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LIQUIDATED DAMAGES

It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be the sum of One Hundred and Fifty Dollars (\$150.00) per day for each day's delay in fully completing said project beyond the time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.



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PROJECT SPECIFICATIONS/SCOPE OF WORK

**SECTION 01010
GENERAL REQUIREMENTS**

A. SUMMARY OF WORK

1. Furnish all labor, materials, equipment, permits, fees and services necessary to perform all work as indicated on the Drawings and Specifications prepared by Bailly & Johnson Architects for "BOCA, Pharmacy Renovation, 330 Market Street, Hartford, Connecticut.
2. To fulfill Funder deadlines, work must be completed on the weekends, after hours, and during regular business hours. A work schedule that doesn't impede business operations will be established.
3. The provisions of AIA Document A201 "General Conditions of the Contract for Construction" shall be considered a part of these documents.
4. The Contractor should visit the site before submitting the bid and make an examination of the premises and become familiar with the conditions. No claim for extra compensation shall be recognized if difficulties are encountered, which an examination of the site would have revealed.
5. Intent of Documents: The Drawings and Specifications are intended to describe and illustrate all materials and labor necessary to complete this project. The Divisions and Sections do not, however, operate to make the Owner or the Architect an arbiter to establish the limits to the contracts between the Contractor and Subcontractors.
6. All applicable local, state and federal codes shall be included as part of these Specifications and be complied with by the Contractor.
7. Dimensions and Measurements: The Contractor shall verify all dimensions and conditions before ordering any material or doing any work.
8. All equipment mentioned in these Specifications shall be furnished new, completely installed and left in a clean, safe and satisfactory condition and ready for operation.
9. Any apparatus, appliance, material or work not mentioned in these Specifications, or any incidental accessories necessary to make the work complete, serviceable and perfect in all respects and ready for operation, even if not particularly specified, shall



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be furnished, delivered and installed by the Contractor without additional expense to the Owner.

10. Bids shall not include any taxes, Local, State or Federal as CRT is tax exempt.

11. The Contractor shall be responsible for all damages to persons or property that occur as a result of his fault or negligence in connection with the execution of the work and shall be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance, whether or not the same has been covered by partial payments made by the Local Authority.

SECTION 01100

A. Schedule

1. Specific Construction to be determined at a later date.

SECTION 01200

A. Project Meetings

1. Contractor is responsible for meeting with the Owner, Architect and Engineer once a week at a mutually agreed upon time at the job site so the work proceeds on schedule and the intent of the Contract is carried out.

SECTION 01300

1. Submittals

1. The Contractor shall submit to the Architect, the following items in accordance with the General Conditions and as specified herein:

- a) Schedule of Values
- b) Construction Schedule
- c) Shop Drawings and Samples
- d) Operation and Maintenance Data

SECTION 01500

A. Temporary Facilities and Controls

1. The Contractor shall furnish and maintain, at his own cost and risk, all equipment as required to achieve the work specified in this Contract and all other similar work or material necessary to insure speed, convenience and safety in the execution of this Contract. All such items shall be subject to approval by the Owner as to general stability, type and location, but responsibility for the proper design strength and safety shall remain with the Contractor. All such items shall comply with OSHA regulations and all other applicable codes, statutes, rules and regulations.

2. Electrical Power: Contractor may use existing electric power in buildings at no cost throughout the construction period. Verify requirements with the Architect. Leave



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- permanent electrical services in good, proper working order and condition. The use of electrical heaters and welders is prohibited. Remove all temporary equipment and materials completely upon completion of construction. Repair all damage caused by installation and restore to satisfactory condition. Coordinate use of electrical power with Owner.
3. The Contractor will be granted the use of paved roads and parking areas, but shall not infringe in use of same, or access thereto, for passage over the Owner's property. Public highways shall not be blocked by standing trucks, parked cars, material storage, construction operations or in any manner without the consent of the owner.

SECTION 01600

A. Material Handling and Storage

1. Use of the Premises: The Contractor shall confine his apparatus, storage of materials, supplies, equipment and operations to the designated areas as directed by the Owner and the Architect.

SECTION 01700

A. FINAL CLEANING

1. At the completion of each day's work, the Contractor shall remove from the work area all waste, rubbish and other materials.
2. The Contractor preparing for final inspection, shall provide final cleaning of all work in readiness for use by Owner.
3. The final cleaning shall be complete in every manner, typical, but not limited to:
 - a) Remove all construction debris.
 - b) Broom clean all interior and exterior construction areas.



SECTION 06400 ARCHITECTURAL WOODWORK

PART 1 - GENERAL

1.01 GENERAL

- A. All applicable provisions of the General Conditions and Division 1 shall apply to the work of this Section.

1.02 SCOPE OF WORK

- A. Plastic laminate base and wall cabinets.
- B. Acrylic solid surfacing

1.03 REFERENCES

- A. Architectural Woodwork Quality Standards, Architectural Woodwork Institute, 1994.

1.04 SHOP DRAWINGS

- A. Shop drawings: Plans and elevations, details at a large scale, show location of each item, identify components used and indicate method of attachment.
 - 1. All wall and base cabinets and counters.

1.05 QUALITY ASSURANCE

- A. Quality of Materials and Workmanship: Provide woodwork that complies with the requirements of "Architectural woodwork Quality Standards", published by Architectural Woodwork Institute (AWI), hereinafter referred to as "woodworking standard".

1.06 PROJECT CONDITIONS

- A. Maintain final design temperature and humidity in areas where woodwork is installed.
- B. Fit woodwork in actual construction. If it is not possible or practical to take field measurements before fabricating, provide adequate installation tolerances and scribe or trim to fit.

PART 2 - PRODUCTS

2.01 WOOD MATERIALS

- A. Plywood: Types, grades and cores as specified in the woodworking standard, except as otherwise specified in this section.
- B. Particleboard ANSI A208.1, 2 or better, exterior glue when used in counters with sinks.

2.02 PLASTIC LAMINATE

- A. High-Pressure Laminate NEMA LD 3
 - 1. GP28-General Purpose Type for use at all cabinets.



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2.03 ACRYLIC SOLID SURFACE

- A. Solid surface of non-porous, homogeneous material maintaining the same composition throughout the part with a composition of acrylic polymer, aluminum trihydrate filler and pigment.
- B. Acrylic solid surface at counter surfaces.
- C. Acceptable manufacturer: Corian Global by DuPont.

2.04 CABINET HARDWARE

- A. Provide hardware and accessories indicated.
 - 1. Finishes on exposed hardware: Satin Chrome (626).
 - 2. Piano hinger: Full height.
 - 3. Wire pulls: Standard wire style, 3-1/2 inch centers by 5/16 diameter, no escutcheons, use for plastic laminate cabinets.
 - 4. Catches: Heavy-duty magnetic, 5-pound pull.
 - 5. Drawer slides: Side-mounted, 75-pound capacity, full-extension with nylon ball-bearing rollers, positive pull-out stop, self-closing, lift-out feature.
 - 6. Cabinet-mounted adjustable shelf supports: Surface-mounted, nickel-plated steel standards with horizontal slots, full height of cabinet with adjustable shelf support clips for each shelf indicated.

PART 3 - EXECUTION

3.01 PREPARTION

- A. Verify that blocking and backings have been installed at appropriate locations for anchorage.
- B. If shop-fabricated items are not fully fabricated, complete fabrication.

3.02 FABRICATION

- A. Fabricate in sizes and shapes indicated and using details indicated.
- B. If shop-fabricated items are not fully fabricated, complete fabrication.
 - 1. Disassemble units if too large for convenient shipping or installation.
 - 2. Edges and trim to be scribed to fit may be left loose.
 - 3. For applied fixtures and fittings, cut openings in shop.
 - 4. For field-applied hardware, drill mounting holes in shop.
 - 5. Ease edges of solid lumber members where indicated using:
 - a. 1/16-inch radius for members 1 inch or less nominal thickness.
 - b. 1/8-inch radius for members more than 1 inch nominal thickness.

3.03 INSTALLATION - GENERAL

- A. Do not begin installation of interior woodwork until potentially damaging construction operations are complete in the installation area.



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- B. Field joinery: Comply with requirements of the woodworking standard for shop joinery.
- C. Make joints neatly with uniform appearance.
- D. Install woodwork in correct location, plumb and level without crack or warp.
 - 1. Install with no variation in flushness of adjoining surfaces.
- E. Conceal all shims.
- F. Cut woodwork precisely to fit.
- G. Touch-up shop finishes at field cuts.
- H. Secure woodwork to blocking or use anchors indicated.
 - 1. Where anchorage method is not indicated, conceal all fasteners where possible.
 - 2. Where exposed nailing is required or indicated, use finishing nails, countersink and fill.
- I. Cabinets:
 - 1. Install so doors operate smoothly with edges aligned.
 - 2. Install so drawers operate smoothly.
 - 3. Install all hardware not installed in shop.
 - 4. Anchor tops securely.
 - 5. Install tops level within 1/8 inch in 8 feet.



SECTION 09680 CARPET

PART 1 - GENERAL

1.01 GENERAL

- A. All applicable provisions of the General Conditions and Division 1 shall apply to the work of this Section.

1.02 SUMMARY

- A. Section Includes:
1. Carpet tiles
 2. Carpet accessories.

1.03 SUBMITTALS

- A. Initial Selection Samples: Submit manufacturer's standard samples showing full range of colors, textures, and patterns available.
- B. Maintenance Instructions: Submit manufacturer's instructions for maintaining appearance and condition of installed products. Include information on cleaning materials which could damage the carpet.

1.04 DELIVERY, STORAGE, AND HANDLING

- A. Take measures as required to ensure materials are not damaged or deformed. Store products in flat position in properly ventilated, dry space. Use suitable means to prevent materials from lying in direct contact with the ground.
- B. Allow carpet materials to reach room temperature or minimum temperature recommended by manufacturer before installation.

1.05 SEQUENCING AND SCHEDULING

- A. Coordinate work of this section with other work to ensure that installed carpeting materials are not damaged or soiled.

1.06 MAINTENANCE MATERIALS

- A. Extra Materials: After carpet installation has been completed, deliver to the owner replacement carpeting in quantities not less than 2 percent for each distinct carpet color, pattern, and type installed. Extra materials furnished must precisely match materials installed, must be wrapped in suitable packaging, and must be clearly labeled.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. "Network 1842 Modular" by J+J Flooring, PO Box 2207, Dalton, GA, 800-241-4586.



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2.02 ACCESSORIES

- A. Provide accessories recommended by carpet manufacturer.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. General: Verify that substrates are completely dry, free of harmful substances, and in satisfactory condition to receive carpeting materials.

3.02 PREPARATION

- A. Remove existing carpet and dispose of properly.
- B. General: Follow carpet manufacturer's recommendations to ensure that each substrate is properly prepared to receive carpeting. Fill all cracks, gaps, and depressions using carpet manufacturer's recommended materials and methods.
- C. Level off all high spots or ridges to prevent uneven carpet wear.
- D. Determine whether substrates are susceptible to dusting. Apply sealer where required to prevent formation of dust.
- E. Vacuum-clean substrates thoroughly, just prior to beginning installation.
- F. Maintain temperature of the floor and relative humidity of rooms where carpet materials are to be installed at levels and for periods recommended by carpet manufacturer before, during, and after installation.

3.03 INSTALLATION - GENERAL

- A. Perform installation in accordance with manufacturers' instructions, except where more stringent requirements are shown or specified, and except where project conditions require extra precautions or provisions to ensure satisfactory performance of the work.
 - 1. Maximize consistency of carpet appearance, particularly in terms of lay of pile and its direction. Follow manufacturers' recommendations for placement of seams.
 - 2. Follow manufacturers' instructions for cutting carpet, using tools designed to cut type of carpet materials being installed.

3.04 INSTALLATION - GLUE-DOWN CARPET

- A. Apply even layer of adhesive to substrate, using trowel of carpet manufacturer's recommended notch size.
- B. Install pre-fitted carpet; butt edges snugly at seams and against vertical obstructions.
- C. Install edge guards at exposed carpet edges unless indicated otherwise; provide secure attachment to substrate.
- D. After installation, lightly roll carpet as recommended by carpet manufacturer.
- E. Immediately remove adhesive from surface of carpet by method which will not damage carpet.



3.05 CLEANING

- A. Remove carpet remnants which are not usable; comply with owner's instructions for final disposition of usable remnants.
- B. Use commercial-quality vacuum cleaner to thoroughly clean installed carpeting.



SECTION 09900 PAINTING

PART I - GENERAL

1.01 GENERAL

- A. All applicable provisions of the General Conditions and Division 1 shall apply to the work of this Section.

1.02 SUMMARY

A. Section Includes:

1. Interior: Walls, existing metal doors, door trim and miscellaneous trim. Note: New doors are not to be painted, they are pre-finished.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. The brand-name products listed in the schedule at the end of this section and made by the following manufacturers are the basis of the contract documents:
1. Benjamin Moore & Company.
 2. Sherwin-Williams

2.02 PRODUCTS

A. Colors:

1. For multicoat systems, apply each coat using a successively darker tint or shade, unless approved otherwise.
2. Topcoat colors: by Architect.

PART 3 - EXECUTION

3.01 INSPECTION

- A. Verify that surfaces and conditions are ready for work in accordance with coating manufacturer's recommendations.

3.02 SURFACE PREPARATION

- A. Apply coatings to surfaces that are clean and properly prepared in accordance with manufacturer's instructions and as herein specified. Remove dirt, dust, grease, oils, and foreign matter. Prepare surface for proper texture necessary to optimum coating adhesion and intended finished appearance. Plan cleaning, preparation, and coating operations to avoid contamination of freshly coated surfaces.
1. Do not apply coatings to labels that identify equipment, fire-resistance ratings, etc.
 2. Remove hardware, cover plates, and similar items before applying coatings.
 3. Provide protection for non-removable items not scheduled for coating. After application of coatings install removed items. Use only skilled workmen for



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removal and replacement of such items.

4. Protect surfaces not scheduled for coating. Clean, repair, or replace to the satisfaction of the architect any surfaces inadvertently spattered or coated.

B. Gypsum Board:

1. Latex-fill minor defects.
2. Spot-prime defects after repair.

C. Wood: Scrape and remove any sap or pitch deposits from surface and clean with mineral spirits. Seal any knots and pitch pockets with a suitable product recommended by the coating manufacturer. Sand rough spots. Remove dust.

1. After first coat has dried, fill holes, cracks, or depressions with a suitable wood filler recommended by the coating manufacturer. Sand filler when dry.
2. Sand surfaces lightly between successive coats. Remove dust.

D. Metal:

1. Clean and prepare surface profile in accordance with the applicable SSPC specifications for hand tool or power tool cleaning.

3.04 APPLICATION

A. General:

1. Apply coatings in accordance with coating manufacturer's instructions and using application method best suited for obtaining full, uniform coverage of surfaces to be coated.
2. Employ only application equipment that is clean, properly adjusted, in good working order, and of the type recommended by the coating manufacturer.

3.05 PRIME COATS

A. General:

1. Field apply bottom coats scheduled except where the contract documents require shop coating of ferrous metals.
2. Where first coat shows signs of suction spots or poorly sealed areas, reapply first coat material to adequately seal surface before proceeding with successive coats.
3. Apply block fillers using manufacturers' recommended application techniques and achieving a pinhole-free surface.
4. Ferrous metals that have not been shop primed shall be field primed promptly after arrival at the site or shall be stored away from the effects of weather.
5. Prepare and retouch damaged prime coats using approved, compatible primer.

B. Primers for Wood and Wood Products:



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1. Apply first coat to wood upon receipt at the site and before wood is exposed to sun or rain.

3.06 FINISH COATS

A. Number of Coats and Minimum Coating Thickness:

1. Apply not less than the number of coats indicated.
2. Apply each coat to achieve not less than the dry film thicknesses indicated per coat.



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SECTION 15400 PLUMBING

PART - GENERAL

1.01 GENERAL

- E. All applicable provisions of the General Conditions and Division 1 shall apply to the work of this Section.

1.02 SCOPE OF WORK

- A. Provide all labor, materials, equipment and services necessary to make for a complete installation and continuous operation of the following component parts as shown on the Drawings and/or indicated herein:
1. New kitchen sink and faucet.

1.03 QUALITY ASSURANCE

- A. Standards and References
2. National Plumbing Code

1.04 SHOP DRAWINGS AND SUBMITTALS

- F. Shop drawings and product data shall be submitted on the following:
1. Fixtures, sizes, rough-in dimensions, utility sizes, trim and finishes.

PART 2 PRODUCTS

2.01 FIXTURES

- G. Kitchen Sink
1. Elkay, Lustertone, 23-1/2" x 18-1/4" x 9". Undermount sink, 18 gauge Stainless steel or approved equal.
 2. Faucet to be high-arc stainless steel, 1 handle = to Moen, Adler model or approved equal.

PART 3 - EXECUTION

3.01 INSTALLATION

- A. Rules, regulations and standards of the respective regulating authorities shall be followed where applicable shall include in the bid price the cost of all materials and/or labor required in order that the work shall comply with the requirements.
- B. All materials and equipment shall be new and of quality specified and shall be installed in a neat and workmanlike manner by competent specialists for each subtrade.
- C. Materials, equipment, fixtures and fittings shall be properly protected during

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installation, and all outlets, tapings and openings in the work shall be temporarily closed.

3.02 PIPE AND FITTINGS

- A. Pipes and fittings shall conform to the latest ASA, ASTM, AWWA standards for proper application.

3.03 TESTS START UP

- A. All systems shall be tested to the satisfaction of the authorities having jurisdiction over the work.



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SECTION 16000 ELECTRICAL

PART 1 - GENERAL

1.01 GENERAL

- B. All applicable provisions of General Conditions and Division 1 shall apply to the work of this Section.

1.02 SCOPE OF WORK

- A. Provide all labor, materials, equipment and services necessary to make complete installation and continuous operation of the following component parts as shown on the Drawings and/or indicated herein:
1. Remove existing light fixtures and install new light fixtures at or near existing locations
 2. New electrical outlets as noted.
 3. New boxes and pull wires for new data and telephone services by others.
 4. Power and toggle switch for security grille.

1.02 QUALITY ASSURANCE

A. Standards and References

1. NFPA 70 - National Electric Code.
2. NECA - National Electrical Contractors Association, "Standards of Installation".
3. NEMA AB 1 – "Molded Case Circuit Breakers and Panelboards".

1.03 SHOP DRAWINGS

- A. Shop drawings and product data shall be submitted for lighting fixtures.

PART 2 - PRODUCTS

2.01 FIXTURES

- A. Lighting Fixtures be of types and styles as specified on the Drawings and/or herein or approved equal. Fixtures shall be complete including lamps as required and as indicated on the Drawings with necessary poles, hangers, brackets, screws and fittings.
- B. Electrical operated overhead security grille by QMI. (See Construction Notes.)

2.02 CONDUCTORS

1. All conductors shall be copper, THW, THHN, minimum size 12 AWG unless otherwise noted. Aluminum conductors not acceptable. All conductor wires shall be color coded.



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2.03 OUTLET BOXES

- A. Outlet boxes shall be standard galvanized 2-1/2 inches minimum depth. They shall be of sizes and type to accommodate.
 - 1. Structural conditions
 - 2. Size and number of raceways and conductors or cable entering.
 - 3. Device or fixture for which required.
- B. Outside lighting outlets shall be galvanized or cadmium plated cast iron boxes with gaskets drilled and tapped to take fixture specified.
- C. Provide pull boxes where necessary in the raceway system to facilitate conductor installation and in size and gauge required by NEC.

PART 3 - EXECUTION

3.01 INSTALLATION

- 1. The Electrical Contractor shall verify field conditions by carefully studying the site conditions, type and size of electric service prior to bidding. The Contractor shall check all architectural and mechanical drawings to avert possible installation conflicts and shall adjust his work accordingly.
- 2. All work shall be installed in strict accordance with the National Electrical Code, State Fire Marshall Safety Code and all other state and local codes, rules and ordinances which may apply.
- 3. The Electrical Contractor shall include in his bid price the cost of all materials and/or labor required in order that the work shall meet with the requirements of all regulating authorities.
- 4. All materials and equipment shall be new and of quality specified and shall be installed in a neat and workmanlike manner by competent specialists for each subtrade.
- 5. Materials, equipment, fixtures and fittings shall be properly protected during installation and all outlets, tappings and openings in the work shall be temporarily closed.
- 6. All wires and cables shall be continuous without splices and with sufficient slack at the end of the run for proper connection. Splice only in junction or outlet boxes.
- 7. Do not use wire smaller than 12 AWG for power and lighting circuits and no smaller than 14 AWG for control wiring. Use 10 AWG conductor for 10 amps, 120-volt branch circuit home runs longer than 75 feet. Only copper conductors shall be used. Aluminum conductors are not acceptable.
- 8. Provide all wiring connections for all mechanical equipment as shown on the Drawings, including disconnect switches for all equipment required by NEC. Generally, motor starters shall be furnished by other trades for installation by electrical contractor. All light switches and receptacles on exterior walls shall be provided with foam draft gaskets.
- 9. All branch feeder circuits shall be arranged to balance the load on the phases of panel boards and services.
- 10. The electrical contractor shall provide piping systems for computer dedicated outlets as follows: Single outlets in wall to be a wall box with a 3/4" conduit to the ceiling space above or below as necessary; multi outlets shall be a conduit size as indicated on the Drawings to extend to the ceiling above or below as necessary. Confirm location with Architect and Owner. Provide pull wire and tag both ends.



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11. The electrical contractor shall provide telephone piping system as follows: single outlets in walls to be a box with a 3/4" conduit to the ceiling space above or below as necessary; multi-outlets shall be a conduit size as indicated on the Drawings to extend to the new telephone board. Confirm location with Architect and Owner. Provide pull wire and tag both ends.

12. Workstations Requirements (Per Station)

1. Electrical Outlets:

1. 2x Quad electrical outlets
2. These outlets and Cat 6 ports should be located above the countertop
3. Additionally, we need 1x Quad electrical outlet and 1x Cat 6 outlet *under* the countertop per station

Printer Station Requirements:

1. 2x Cat 6 outlets (1 for data, 1 for fax)
2. 2x Quad electrical outlets

Data Room / Server Area Requirements:

1. Designated data area should include:
 1. 4x Quad outlets
 2. 1x 220V outlet
 3. Minimum 40-inch-wide space for a wall-mounted server rack

For any doors, please keep a low-voltage cable for access control. Confirm specifications with Architect & Owner.

Any question regarding this material can be addressed to Kazi Jamal Uddin, Director of Information Technology, BOCA Pharmacy Group, 718-300-6761
kazi@bocapharmacygroup.com

3.02 GROUNDING

- A. All non-current carrying metallic of electrical equipment and conduits shall be securely grounded to a common ground bus. Ground bus shall be connected to the main bus. The grounding system shall conform to the requirements of the local power company, the National Electric Code and local inspection authorities.

***PLEASE SEE DRAWINGS AT THE END OF
THIS DOCUMENT.***



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ATTACHMENT A - BID PROPOSAL AUTHORIZATION FORM**AUTHORIZATION AND EXECUTION OF BID**

1. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The proposed bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.
2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team, Inc. to consider the bid and make an award in accordance therewith.
3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Email	
Print Name & Title of Authorized Agent	
Signature	



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ATTACHMENT B - CUSTOMER REFERENCE FORM

Contractor Name: _____

Reference #1:

Name of Company _____

Contact Name: _____

Phone Number: _____ Email: _____

Description of work/project/products completed for this customer:

Reference #2:

Name of Company _____

Contact Name: _____

Phone Number: _____ Email: _____

Description of work/project/products completed for this customer:

Reference #3:

Name of Company _____

Contact Name: _____

Phone Number: _____ Email: _____

Description of work/project/products completed for this customer:



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ATTACHMENT C - BID FORM

Having carefully examined the Project Specifications/Scope of Work, Drawings, Work Site, the Instructions to Bidders, General Conditions and other related documents, the undersigned hereby offers and agrees to as follows:

To provide all materials, labor, fees, equipment and transportation necessary to furnish, install and properly finish all work contained in the above refereed document titled "RFP BOCA Pharmacy Renovations", as prepared by CRT.

This project shall be awarded to the most responsible, responsive, and qualified contractor as determined by CRT.

Materials	Labor	Other	Total

Timeframe to complete the project from start to finish: _____

In submitting this bid proposal, it is understood that this proposal may not be withdrawn for a period of ninety (90) days from date of submission.

Contractor Business Name: _____

Print Name: _____

Signature: _____

Date: _____



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