What You Need to Know:
Invitation to Bid, Contracts, Prevailing Wage, and Other Requirements
(From Section 8, Grant Administration Procedures, of the Timetable and Guideline Document for State Library Construction Grants)

1. All construction contracts (including equipment and furniture procurement over $10,000) will be awarded to the lowest responsible and qualified bidder for projects under $500,000 and prequalified bidder for projects over $500,000 in open competitive bidding. Projects with the total project cost over $500,000 must comply with the provisions of C.G.S. 4a-100. The DAS Contractor Prequalification Program requires all contractors to prequalify “before they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than $500,000 and which is funded in whole or in part with state funds.”
   a. The lowest responsible and qualified bidder is the bidder whose bid is the lowest received and who possesses the skill, ability, and integrity necessary to perform the work based on past performance and financial responsibility. Competitive bids must be sought through advertisement of the work specifications in the newspaper having substantial circulation in the area, or in the Department of Administrative Services Biznet State Contracting Portal (municipalities only). If, following advertisement, a change is made to the specification, the amended specifications must be re-advertised or an addendum provided.
   b. DAS has compiled a list of persons or firms that have been debarred in accordance with Section 31-53a of the Connecticut General Statutes, as amended. State Public Library Construction projects must not use these contractors.
   c. The State Library will permit the use of DAS state contracts in lieu of competitive bidding for work done, or equipment or furniture purchased. Use the DAS State Procurement Marketplace (i.e. under state contract) to find relevant contracts.

2. The following information is required in Invitation to Bid advertisements and MUST be reflected in eventual specifications for the project:
   a. Performance bond covering 100% of the contract price is required for contracts over $100,000 (C.G.S. 49-41).
   b. The Town or Library is an Affirmative Action, Equal Opportunity Employer.
   c. Project is paid for in part by State funds provided by the Connecticut State Library.
   d. Contractors must comply with State Prevailing Fair Wage Provisions (for new construction projects over $1,000,000 and remodel/repair projects over $100,000 – C.G.S. 31-53(g)). See more information below.
   e. Contractor must comply with DAS Contractor Prequalification requirements, if applicable (i.e. over $500K)

3. The lowest qualified construction bidder who is selected to do the project must provide a performance bond for contracts over $100,000.
4. **Within 30 days of signing a contract with a contractor (builder),** grantee must complete the **Notice of Contract Award** form *and* provide the following items to the State Library:
   a. A copy of the actual **public invitation for bid** (pre-approved by the State Library) as advertised in a local newspaper or State Contracting Portal.
   b. A **tabulation of bids** received showing the bid accepted. The architect usually prepares this (on a standard A-1 form) for the owner.
   c. A **copy of the signed contract.** For new construction projects where a Construction Manager is used instead of a General Contractor, only provide a copy of those contracts that exceed $400,000.
   d. A **copy of the letter of intent** to award the contract or purchase order describing alternates accepted or rejected negotiated changes (if any), the intended contract amount, and the estimated total project cost.
   e. For projects with total project cost over $500,000
      i. Department of Administrative Services (DAS) contractor prequalification certificate.
      ii. DAS Contractor Prequalification update statement

5. The use of “General Conditions of the Contract for Construction” (AIA Document A201-2007) is an **acceptable contracting procedure** for the grants program.

6. The **construction contract** with local building contractor must conform to state requirements as to **working conditions, wages, and fair labor practices.** **Connecticut prevailing fair wage law** applies to the rehabilitation, remodeling, refinishing, refurbishing, alteration or repair of any project where the total cost of all work performed by contractors and subcontractors is $100,000 or more. For new construction, the law applies when the total cost of all work performed is $1,000,000 or more (CGS 31–53g). All contracts must confirm that contractors and the subcontractors are Affirmative Action/Equal Opportunity Employers.

7. The successful bidder and grantee must meet all applicable federal, state, and municipal laws in regard to **equal employment opportunity and non-discrimination** in employment. For grants over $50,000, this includes, but is not limited to, the successful bidder filing an approved Affirmative Action Plan to the Commission on Human Rights and Opportunities prior to the commencement of construction.
   a. In accordance with the provisions of Connecticut General Statutes Section 46a-56 (a) (5) (b) [Duties of the Commission on Human Rights and Opportunities] and Section 46a-68 (State Affirmative Action Plans), any contract or grant to be awarded by an agency of the State of Connecticut is subject to Contract Compliance Regulations. These regulations set forth specific obligations of the agency, contractor, and grant recipient.
   b. Local public and school libraries may be included in the approved Affirmative Action Plan of the town.
   c. The Connecticut State Library is committed to affirmative action. In accordance with this commitment, the Connecticut State Library will not knowingly do business with any contractor, subcontractor, bidder, grant applicant, or supplier of materials who discriminates against members of a protected class.

*4/5/2017*