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| **1.1 Bid Release Form Instructions:****E-Builder Edition** |
| **DAS/CS PROJECT MANAGER: *Please read*:** |
| * **Email** the DAS/CS Policy & Procurement Unit (Alison.Kulas@ct.gov), stating that you will be creating a 6010 Bid Release Form in e-Builder.
* **Complete** this form prior to logging onto e-Builder and compile all of the files listed below.
* **Once you have compiled all of the required files and information, log on to e-Builder, find your project, and begin the 6010 Bid Release Form process.**
* **Upload** Files 1 through 13 and **enter all required information** into the process. **Review** for accuracy.
* **Questions about insurance coverages** should be directed to the ADPM for the Project. If necessary, the ADPM will escalate the questions to the DPM and/or Chief Architect.
* **Submit** the process to the DAS/CS Policy & Procurement Unit for review and approval.
	+ If anything is missing and/or incorrect, you will be required to revise the form (see the “Comments” section in the process).
	+ If all of the information is correct, the 6010 will be sent for approval to your ADPM, the DPM, and the Chief Architect.
	+ A PDF of the approved *6010 Bid Release Form* will be emailed to all parties via e-Builder.
* **Save** the approved e-Builder *6010 Bid Release Form* into your Project folder.
* **NOTE:** The **DAS/CS Policy & Procurement Unit** will request the Pre-Bid Meeting details through e-Builder. The unit will also enter the date that the *prevailing wages* were requested from the Connecticut Department of Labor (if required) and will assemble the final Project Manual using additional Division 00 Procurement Sections *not* listed here.
* **Bid Time Allowance:** All projects are bid for a minimum of six (6) weeks.
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| **1.2 Files** |
| **Upload the following files to the 6010 Bid Release Form process in e-Builder:** |
| **File 1** |[ ]  **Liquidated Damages (Form 3080)** completed by PM |
| **File 2** |[ ]  **Certificate of Compliance – Part I (Form 3150)** signed by Consultant and Chief Architect |
| **File 3** |[ ]  **Consultant Bid Data Statement (Form 6005)** completed by Consultant |
| **File 4** |[ ]  **Building Permit** from OSBI |
| **File 5** |[ ]  **00 01 01 Title Page** (one PDF file) |
| **File 6** |[ ]  **00 01 10 Table of Contents** (one **MS Word** file) |
| **File 7** |[ ]  **00 01 07 Seals Page** (one PDF file; ***signed*** & ***sealed***) |
| **File 8** |[ ]  **00 01 15 List of Drawing Sheets** (one PDF file) |
| **File 9** |[ ]  **00 25 13 Pre-Bid Meeting Agenda** (one PDF file)  |
| **File 10** |[ ]  **00 30 00 General Statements for Available Information** (one PDF file)  |
| **File 11** |[ ]  **“Specifications – Volume 1”** (PDF file(s) - beginning with 01 11 00 Summary of Work and ending with Division 50 attachments, in correct order - each PDF must be less than **2 GB (2,000 MB)** in size - create Volumes 1, 2, etc. if necessary) |
| **File 12** |[ ]  **“Drawings – Volume 1”** (PDF file(s) - including all drawings in correct order - beginning with a ***signed & sealed Cover Sheet*** - each PDF must be less than **2 GB (2,000 MB)** in size - create Volumes 1, 2, etc. if necessary) |
| **File 13** |[ ]  **1105 Capital Project Initiation Request** (final approved version) |

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| **2.0 General Project Information** |
| **DAS/CS Project Manager:** | Insert PM Name |
| **Phone Number:** | Insert PM Phone Number |
| **Date Submitted to DAS/CS Policy & Procurement Unit:** | MM-DD-YYYY |
| **Bid Time Allowance:** | **6 weeks** minimum for ***all*** projects. | **RE-BID?:** | [ ]  **YES** | [ ]  **NO** |
| **Project Title:** | Insert Project Title |
| **Project Location:** | Insert Project Location |
| **DAS/CS Project Number:** | Insert Project Number |
| **State User Agency:** | Insert |
| **Contact Name:** | Insert |
| **Architect/Engineer Firm:** | Insert |
| **Contact Name:** | Insert | **Email:** | Insert |
| **Address:** | Insert |
| **Construction Administrator:** | Insert |
| **Contact Name:** | Insert | **Email:** | Insert |
| **Address:** | Insert |
| **Total Number of Drawing (Plan) Pages:** | Insert |
| **Total Number of Specification Pages:** | Insert |
| **Single Source or Propriety Specifications:** | **DAS/CS prohibits the use of “Single Source” or “Propriety” Specifications** unless the StateAgency requests and receives written approval from the DAS/CSSingle Source Committee, in accordance with Section 5.4 “Single Source Specifications” of the DAS/CS *Consultants Procedure Manual*. If “Single Source” or “Propriety” Specifications have been approved for this Project, then attach the approved and signed “Sole Source (Propriety) Request Approval” from the Chief Architect to the *3025 Design Phase Checklist*. |
| **E-BUILDER EMAIL LIST:**(**e-Builder** willemail the *approved 6010 Bid Release Form to* the following personnel) | DAS/CS Legal Director: | J. Padula | jenna.padula@ct.gov |
| DAS/CS Chief Architect:  | D. Barkin | david.barkin@ct.gov  |
| DAS/CS DPM | P. Simmons | peter.simmons@ct.gov |
| DAS/CS Procurement Unit: | A. Kulas | alison.kulas@ct.gov  |
| DAS/CS Project Manager:  | Insert Name | Insert Email Address |
| DAS/CS ADPM for Project:  | Insert Name | Insert Email Address |
| Agency Representative:  | Insert Name | Insert Email Address |
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| **3.0 General Bid Information:** |
| **Estimated Construction Costs:**(*select one*) | [ ]  | Construction Costs Less Than or Equal To $1,000,000 (“*INFORMAL”* Project) |
| **Bidding Limited To** *(select one)***:**  |
|  | [ ]  Current DAS-Certified SBE/MBE Set-Aside Contractors ONLY |
|  | [ ]  Project is open to all Bidders. (The requirement for the Bidder to be an SBE or MBE Firm is waived.) The **approved** *6011 Set-Aside Waiver Request* is **attached**. |
| [ ]  | Construction Costs Greater Than $1,000,000 (“*FORMAL*” Project) |
| **Bidding Limited To:** *(select one)***:** (see [DAS Classification List](https://portal.ct.gov/DAS/Procurement/PreQual/DAS-Construction-Contractor-Prequalification-Program/Classifications) for definitions) |
|  | [ ] Contractors Prequalified by DAS for General Building Construction (Group A) |
|  | [ ] Contractors Prequalified by DAS for General Building Construction (Group B) |
|  | [ ] Contractors Prequalified by DAS for General Building Construction (Group C) |
|  | [ ] Contractors Prequalified by DAS for General Trades (Interior Work Only) |
| **Type of Project** **(with respect to Prevailing Wages):**(C.G.S. §31-53(h)(1))(*select type of project and dollar value)* | [ ]  | New construction:  |
|  | [ ] Less than $1,000,000 **[Prevailing Wages Not Required]** |
|  | [ ] Greater than or equal to $1,000,000 **[Prevailing Wages Required]** |
| [ ]  | Remodeling, refinishing, refurbishing, rehabilitation, alteration or repair:  |
|  | [ ] Less than $100,000 **[Prevailing Wages Not Required]** |
|  | [ ] Greater than or equal to $100,000 **[Prevailing Wages Required]** |
| **Threshold Building Limits:**([C.G.S. §29-276b](https://www.cga.ct.gov/current/pub/chap_541.htm#sec_29-276b)) (*select one)* | [ ] Does Exceed\*\* | [ ] Does Not Exceed |
| ***\*\*NOTE TO PROJECT MANAGER:*** *General**Contractors and Subcontractors performing work on Projects that exceed the* ***Threshold Limits*** *must have a* ***Major Contractor Registration License*** *through the State of Connecticut Department of Consumer Protection (C.G.S. §20-341gg).* |
| **Set Aside Requirements:**(*select one*) | [ ]  | **Estimated Construction Costs Less Than or Equal To $1,000,000:** SBE Subcontractors &/or Suppliers: None Required; MBE Subcontractors &/or Suppliers: Good Faith Effort |
| [ ]  | **Estimated Construction Costs Greater Than $1,000,000:** SBE Subcontractors &/or Suppliers: 25%; MBE Subcontractors &/or Suppliers: 6.25% |
| **Special Requirements:**(See 6005 Consultant Bid Data Statement) | Insert or N/A |
| **Additional Remarks:** | Insert any unique or special requirements and/or conditions that could affect the bidding process or insert N/A |
| **Total Construction Cost Estimate (Base Bid):***(See 6005 Consultant Bid Data Statement)* | **$** | 000,000,000.00 | ***Total Construction Cost Estimate*** *(Base Bid) must not be greater than* ***Maximum Available Construction Funding.******Maximum Available Construction Funding*** *cannot be $0.* |
| **Maximum Available Construction Funding:***(See 1105 Section 2.10: Add #s 2, 3, 5 and 6)* | **$** | 000,000,000.00 |
| **Contract Time:***(See 6005 Consultant Bid Data Statement)* | 000 | **Calendar Days** for Substantial Completion of the Project. |
| **Liquidated Damages:** *(Use 3080 Liquidated Damages Calculator)* | **Substantial Completion:** | **$** | 0000 | Per Calendar Day Beyond Substantial Completion |
| **Acceptance:** | **$** | 0000 | Per Calendar Day Beyond 90 days After Substantial Completion |
| **Pre-Bid Meeting:***(See 00 25 13 Pre-Bid Meeting Agenda)* | [ ]  **YES** | [ ]  **NO** | [ ]  **Mandatory** | [ ]  **Strongly Encouraged** |
| Policy & Procurement Unit will email the Project Manager with meeting details. |

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| **4.0 Funding Information:** |
| **Funding Authorized:***(Email from DAS/CS Accounting)* | [ ]  **YES** | **Date:** | MM-DD-YYYY | [ ]  **NO** |
| **Public Act, Year, & Section:***(See 1105 Capital Project Initiation Request)* | Insert [example: “PA #57, 2011, Sec. 2(f)(2)”] |
| **Funding Source:***(See 1105 Capital Project Initiation Request)* | [ ] Federal Grant | [ ]  Bonding Required[ ]  Bonding Approved | [ ]  Agency Transfer Required[ ]  Agency Transfer Complete |
| [ ]  CHEFA Funds | [ ]  DASAccount | [ ]  School Construction Grant |
| [ ]  Other: Insert |

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| **5.0 Supplemental Bids** |[ ]  **Not Applicable** |
| **NOTES TO PROJECT MANAGER:** * Read DAS/CS Policy Statement for Supplemental Construction Bids.
* See ***Section 01 23 13 Supplemental Bids*** and ***6005 Consultant Bid Data Statement*** – confirm that all information is correct.
* List Supplemental Bids in ***order of importance***.
* Do ***not*** list more than **four (4)** Supplemental Bids.
 |
| **No.** | **Cost Estimate**  | **Specification & Drawing Sheet Number(s)** | **Brief Description** |
| **1** | $  | 000,000,000.00 | Insert | Insert |
| **2** | $  | 000,000,000.00 | Insert | Insert |
| **3** | $  | 000,000,000.00 | Insert | Insert |
| **4** | $  | 000,000,000.00 | Insert | Insert |

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| **6.0 Named Subcontractors** |[ ]  **Not Applicable** |
| **NOTES TO PROJECT MANAGER:** * **Only use this section if:**

**(1) the Total** **Construction Cost Estimate is GREATER than One Million Dollars ($1,000,000);*****AND*****(2) the Class of Work** (*ONLY* Electrical, HVAC, Masonry, Plumbing, Environmental Remediation, and/or Hazardous Building Materials Abatement) **is greater than** **One Hundred Thousand Dollars ($100,000).*** **Only use the Classes of Work listed below (unless your ADPM approves another).**
* **Named Subcontractors** are required in accordance with **C.G.S.§ 4b-93.** The Contract Documents **shall** include separate specifications and drawings detailing all labor and materials to be furnished for each of the selected Named Class(es) of Work below.
* See the ***6005 Consultant Bid Data Statement*** and confirm that all information is correct.
 |
| **Construction Costs Greater Than One Million Dollars ($1,000,000)** ***and*** **Named Subcontractor Class of Work Greater Than One Hundred Thousand Dollars ($100,000):** |
| **Class of Work** | **Specification Number(s)** | **Drawing Sheet Number(s)** |
|[ ]  **Electrical**  | Insert | Insert |
|[ ]  **HVAC**  | Insert | Insert |
|[ ]  **Masonry**  | Insert | Insert |
|[ ]  **Plumbing**  | Insert | Insert |
|[ ]  **Environmental Remediation** (soil &/or groundwater) | Insert | Insert |
|[ ]  **Hazardous Building Materials Abatement** (asbestos, lead-based paint, PCBs, Universal Waste, mold) | Insert | Insert |

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| **7.0 Insurance Coverages** |
| **NOTES TO PROJECT MANAGER:** The PM is responsible for establishing a reasonable level of protection for the client agencies, their personnel and property. **Questions about insurance requirements should be directed to the ADPM for the Project.*** **Checked Boxes:** Indicates required insurance for all projects.
* **Unchecked Boxes:** The Project Manager **shall review** insurance requirements and **insert “X” as necessary**.
 |
|[x]  **Commercial General Liability Insurance** provides coverage for Bodily Injury and Property Damage, Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, Personal Injury, and Broad Form Property Damage. This coverage shall be provided on a primary and noncontributory basis and may include **Special Hazards Insurance,** as described below. |
|[ ]  **Special Hazards Insurance (“X-C-U” Coverage)** if required, will be stated in the Contract Documents. **This coverage would be used for projects requiring site work where there are existing utilities or where work is being conducted in close proximity to other structures or where the excavation will require blasting.** **“X” (Explosion Damage)** includes damage to property caused by blasting or explosions. **“C” (Collapse Damage)** includes structural property damage and property damage to any other property rising out of grading of land, excavating, burrowing, filling or backfilling, tunneling, pile driving, or coffer dam or caisson work, or moving, shoring, underpinning, razing or demolishing any building or structure. **“U” (Underground Damage)** includes damage to wires, conduits, pipes, mains, sewers, tanks, tunnels, or any similar property beneath the surface of the ground or water caused by and occurring during the use of mechanical equipment for the purpose of grading land, paving, excavating, drilling, burrowing, filling, backfilling, or pile driving. |
|[x]  **Owners and Contractors Protective Liability Insurance** provides coverage for negligent acts of contractors and subcontractors hired by the insured. This specialized coverage is written for a specific project and protects the owner, who is responsible for actions of contractors on the project.  |
|[x]  **Automobile Liability Insurance** provides coverage for the operation of all motor vehicles including those owned, non-owned and hired or used in connection with the Contract. Should the Contractor not own any automobiles, the automobile & liability requirement shall be amended to allow the Contractor to maintain only hired and non-owned liability coverage. |
|[x]  **Umbrella Liability Insurance** provides additional coverage when the limits of insurance on an underlying policy or several different underlying policies are exceeded. The limits provided by this policy will not respond to the loss until after some specified underlying policies limits are spent, exhausted, or otherwise not available. |
|[x]  **Workers Compensation and Employers’ Liability Insurance** provides coverage for four types of benefits (medical care, death, disability, rehabilitation) for employee job-related injuries or diseases as a matter of right (without regard to fault). When Work is on or contiguous to navigable bodies of waterways and ways adjoining, the Contractor shall include the Federal Act endorsement for the U.S. Longshoremen’s and Harbor Workers Act. |
|[x]  **Builder’s Risk Insurance** insures a building under construction. The Contractor normally purchases a Builder’s Risk policy to cover their materials and the property under construction until it is accepted by the owner. Builder’s Risk policies cover new construction or remodeling projects. Builder’s Risk policies are not typically applicable to facilities that are occupied by the Agency during construction. Builder’s Risk policies are project specific and are purchased in addition to a contractor's general liability insurance. |
|[ ]  **Inland Marine / Transit Insurance (Transportation Insurance)** provides coverage for property with values in excess of $100,000 which is rigged, hauled or situated at the site pending installation. The Contractor shall maintain Inland Marine/Transit Insurance provided the coverage is not afforded by a **Builder’s Risk** policy. **This coverage would be used when equipment with a value over $100,000 will be brought to the site or stored on site (unless the coverage is provided by the Builder’s Risk policy). This would be applicable to large mechanical equipment or perhaps large structural elements. This provision would apply to many of our major projects or major mechanical upgrades.** Inland Marine/Transit Insurance provides coverage for (1) property damage or destruction of an insured's property and (2) liability exposure of an insured for damage or destruction of someone else's property under his or her care, custody, or control. The insured (shipper) needs this insurance because the carrier (who can also be the insured and purchase inland marine insurance) may be found not at fault for damage to a property; or the carrier may not have any insurance or adequate insurance. Perils covered include fire, lightning, windstorm, flood, earthquake, landslide, theft, collision, derailment, overturn of the transporting vehicle, and collapse of bridges. |
|[ ]  **Contractor’s Pollution Liability Insurance (including Errors & Omissions):** For losses caused by pollution conditions that arise from the operations of the Contractor as described in the Scope of Services section of this Contract. **This coverage would be used when there are known or suspected hazardous materials present on site.** The policy shall also provide for complete professional service coverage, including coverage for pollution liability that is the result of a breach of professional duties. The policy shall provide for protection against claims for third-party bodily injury, property damage, or environmental damage caused by pollution conditions including but not limited to asbestos containing material, lead and mold resulting from the activities for which the Contractor is legally liable. |
|[x]  **Subcontractors:** Contractors’ certificate(s) shall include all subcontractors as additional insureds under its policies or Contractor shall furnish to the State separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to the minimum requirements identified above. |