



# **Bantam Fire Company**

## **Invitation to Bid**

### **Bantam Fire Co. Alarm System**

#### **Bantam, Connecticut**

The Town of Litchfield is accepting bids for the upgrade of the Fire Alarm System for the Bantam Fire House. All bids must be submitted on forms and in accordance with specifications supplied by the Town of Litchfield. Bids will be received at the Office of the First Selectman, 74 West Street Litchfield and will be opened on June 25, 2026 at 2:00 p.m. and read publicly at that time in said office. The bid can be downloaded from the Town of Litchfield web site: [www.townoflitchfield.org](http://www.townoflitchfield.org). There is a mandatory bid walk on June 18, 2026 at 9:00 a.m. at the Bantam Fire House, 92 Doyle Road, Bantam, CT 06750. This is a prevailing wage job. (If over \$100k)

### **Instructions to Bidders**

#### **1. Intent**

The intent of these specifications is to obtain a Contractor to remove and replace the existing Fire Alarm Components. The contractor shall have adequate licenses, equipment, and materials for this project to insure completion within Twenty (20) business days from the agreed upon starting date.

All Bidders shall observe the following instructions and specifications:

#### **2. General Provisions**

Site Walk: June 18, 2026 9:00 a.m. at the Bantam Fire House.

Final Questions cut off: June 19, 2026 close of business.

Bid Opening: June 25, 2026 at 2:00 p.m. at Office of the First Selectman.

Bid Return Envelope: Bidders shall submit bids in an envelope clearly marked, with the bid title and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the Town shall be rejected. The following forms must be submitted:

- A. Bid Schedule
- B. Hold Harmless Agreement and Supplemental Agreement

- C. Non-Collusion
- D. Non-Discrimination
- E. References

### **3. Proposal Questions**

Any questions pertaining to the scope of the work or content or procedure for submitting proposals should be directed to Daniel McPhee, Bantam Fire Company by e-mail to be received no later than close of business on June 19, 2026. Any questions received after that date will not be answered. Contact information is as follows:

Daniel McPhee, BFD Representative  
[bantamfirecopresident@gmail.com](mailto:bantamfirecopresident@gmail.com)

### **4. Basis of Award**

It is intended this Contract shall be awarded to the Bidder that best meets the needs of the Town of Litchfield with respect to qualifications, contractor's submitted start date and cost. Qualifications shall include the ability of the Contractor to complete all work within the stated time frame.

### **5. Notice of Award**

The Town shall give notice of Acceptance of a bid to the successful bidder by Email to the Bidder's Email address stated in the bid. Individuals are invited to attend the Bid Opening, with official bid results pending notification of the successful bidder.

### **6. Award of Contract**

The Town reserves the right to reject any and all bids for any reason the Town deems advisable, and to award contract or contracts to any Contractors bidding on the work, regardless of the amount of bid.

### **7. Bid Security**

A bid bond or certified check is not required for this bid.

### **8. Performance, Labor, and Material Bond**

A Performance Bond or Certified Check is required for this bid.

**9. Scope of Work Change**

The Town reserves the right to change the scope of the project after the bid is awarded, without penalty to the Town. All changes in scope will be issued in writing by the Bantam Fire Company Representative.

**10. Substitution of Named Brands**

Should brand names appear in this bid, before bidding on any item considered equal to or better than a named item, the Bidder must get written approval from the Bantam Fire Company Representative.

**11. Price, Discounts, and Payment**

Prices bid shall not include any taxes, Local, State, or Federal, as the Town is not liable. In addition to the price bid, each Bidder may quote binding discounts, which will be considered when making the award.

**12. Delays**

Contract time delays for completion of work shall be authorized in writing by the Bantam Fire Company Representative.

**13. Liquidated Damages**

The amount of two hundred dollars (\$200) is agreed upon as liquidated damages and shall be paid for every day the Contractor exceeds the allowable contract time for completion, Twenty (20) business days. This sum shall be paid by the Contractor to the Town or withheld from final payment to the Contractor. The contract time period must start with the Notice to Proceed from the Town of Litchfield.

**14. Assignment of Contract**

Contractor shall not sublet, sell, transfer, assign, or dispose of contract or any portion thereon or of right, title, or interest therein of obligations thereunder, without written consent of the Town.

**15. Acceptance of Subcontractor**

Submission of name of Subcontractor in proposal shall be deemed to constitute an acceptance by Contractor, if awarded contract of bid, of such Subcontractor. Any alteration therein, after award of contract, shall be subject to the approval of the Town.

**16. Basis of Payment**

Payment for this work shall be at the lump sum bid for work completed and accepted, except as noted herein and shall include all equipment, materials, labor, and tools incidental to the completion of this work.

**17. Payments for Extra Work**

Written notice of claims for extra work shall be given by Contractor within ten (10) days after receipt of written instruction from the Town as approved by the Bantam Fire Company Representative or his designee, to proceed with extra work and also before any work is commenced, except in emergency endangering life or property. No claim shall be valid unless so made. In all cases, Contractor’s itemized sheet showing all labor and material must be submitted to the Bantam Fire Company Representative. Town order for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. Unit Prices or combination of unit prices.
- B. A lump sum based on Contractor’s estimate accepted by owner and approved by the Bantam Fire Company Representative.
- C. Actual costs plus ten percent (10%) for overhead and profit.

**18. Payment Requests, Retainage and Guarantee Period**

Contractor must submit a payment request for payment once each month for work done and materials delivered and installed on the site. Each request for payment must be computed from work completed, less ten percent (10%) to be retained until expiration of the guarantee period, which is one (1) year from written acceptance of work.

**19. Insurance (Due after award of bid)**

The contractor will file with the Town of Litchfield, the following evidence of insurance. Certificates must be on file with the Town before acceptance of Bid or work commences.

Workers Compensation

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident	\$ 100,000 per person
Bodily injury by disease	\$ 100,000 per person
Bodily injury	\$ 500,000 aggregate

Comprehensive Commercial Liability

Bodily injury; General Limit	\$ 1,000,000 aggregate
Products/Completed Operations	\$ 1,000,000 aggregate
Personal and Advertising Injury	\$ 1,000,000 aggregate

Each Occurrence	\$ 1,000,000 aggregate
Fire Damage Limit	\$ 100,000 aggregate
Medical Expenses person	\$ 100,000 per

Coverages:

Premises/Independent Contractors  
 Contractual/Completed Operations/Products  
 Contractual/Liability will be Broad Form  
 XCU (explosion/collapse/underground utilities)  
 Comprehensive Broad Form Liability endorsement or Equivalent  
 Broad Form property Damage Liability

Automobile Liability

Bodily Injury	\$1,000,000 per person
Aggregate	\$1,000,000 per person
Property Damage	\$1,000,000 per person

Coverages:

All owned/non owned/hired/borrowed  
 Contractual liability to be included

**Contractors must name the Town of Litchfield as an additional named insured on all certificates.** All policies will provide thirty (30) days’ notice of cancellation as well as ten (10) days’ notice of material change in the policies to the First Selectman’s Office of the Town of Litchfield.

**20. Environmental. Health and Safety Compliance**

The contractor must comply with all local, state and federal environmental health and safety regulations. The contractor’s employees must have all required Occupational Health and Safety Administration, Environmental Protection Agency, Connecticut Department of Environmental Protection and Connecticut Department of Health training and certifications. Copies of all applicable training records shall be submitted as part of or in addition to a Health and Safety Plan to the Director of Public Works prior to commencing the project. Safety Data Sheets must be submitted prior to commencing work for all materials used prior to beginning the project.

## **21. Permits**

The contractor is responsible for obtaining all local, state and federal permits required for completion of the project. Copies of all permits will be submitted to the Director of Public Works prior to commencing work. In instances where the governing body waives a permit a copy of the communication in lieu of the permit.

## **22. Hold Harmless Agreement**

The Contractor agrees to hold harmless the Town of Litchfield and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgements, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury, or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law. The Contractor will be required to sign the enclosed Hold Harmless Agreement prepared by the Town.

## **23. Supplemental Agreement**

The Contractor named below is an independent contractor and neither the Contractor nor its employees nor the Contractor's Subcontractor(s) under any circumstances, will be considered servants or agents of the Town of Litchfield and the Town will be at no time legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents or the Contractor's Subcontractor(s). The Town will not withhold from contract payments to the Contractor any Federal or State unemployment taxes, Federal or State Income Taxes, Social Security Tax, or any other amount for benefits to the Contractor. The lump sum or unit charges for service provided does not represent gross wages and further the Town will not provide the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Town to its employees. The Contractor will be required to sign the enclosed Supplemental Agreement prepared by the Town.

## **24. Length of Contract**

The Town of Litchfield is requesting bid proposals for the time period beginning **July 1, 2026 to October 31, 2026**. The Town of Litchfield reserves the right to negotiate with the Contractor selected, additional periods beyond October 31, 2026 if deemed to be in the best interest of the Town.

## Technical Specifications

### Scope of work:

- Provide new Fire Lite ES-200X or equal equipment to upgrade to an Addressable Fire Alarm System NFPA 72 (2019) compliant. Any substitutions shall be noted.
- New Equipment shall all be listed and approved for the intended application including but not limited to: Fire Alarm Control Panel, annunciator, batteries, Smoke/Thermal detectors, Smoke/Thermal CO detectors, Heat detectors, Key reset Pull Stations, HVAC Duct detectors with Test/reset stations, wall mounted Horn strobe units, Speaker strobe units and all other necessary equipment to provide a fully addressable Fire Alarm System.
- Provide any and all necessary labor required to complete installation. Installers shall be qualified or supervised by a qualified installer at all times.
- Remove all existing low temperature alarm devices integrated within the initiating circuit of the system.
- Existing wiring will be reused as practical but shall be checked in trouble shooting.
- The Ansul system shall be integrated into system.
- Two duct smoke detectors shall be installed on the HVAC system and integrated into the system and are to deactivate the HVAC blower unit in the event of activation.
- Water flow and low air alarms for sprinkler system shall be integrated into system.
- Addition of a horn light unit in bunk area.
- Provide a Red- Wall mounted Document enclosure cabinet. System completion documentation and shop location drawings to be provided.
- System to be connected to fiber and have radio backup.
- The System circuit breaker shall be locked.
- Secondary power shall be adequate to provide a minimum of 24 hours.
- System shall not be a “proprietary” Engineered System Distributor type of system.
- Operational training to be provided after installation.
- Town of Litchfield Fire Marshall to approve this system.
- Contractor to obtain all necessary permits. Bantam Fire Co. to be responsible for Town of Litchfield permits fees.
- All debris to be removed from site by contractor.
- Any exceptions to the above shall be noted.

### The Bantam Fire Company will:

- Provide access to the building Monday through Friday from 7:00a.m. Until 4:00 p.m. unless otherwise agreed upon.

**Bid Schedule  
Bantam Fire Company**

**Invitation to Bid  
Bantam Fire Co. Alarm System  
Town of Litchfield**

Lump sum: \$ \_\_\_\_\_

Written: \_\_\_\_\_

**The contractor will be willing to hold this price if work commences after July 1, 2026.**

Yes or No (circle one) \_\_\_\_\_ (initial)

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

Bidder \_\_\_\_\_

By \_\_\_\_\_  
(Signature) (Title)

\_\_\_\_\_  
(Name – Typed) Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_







## TOWN OF LITCHFIELD

### NONDISCRIMINATION CERTIFICATION

#### Representation by Entity

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

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#### Instructions:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Litchfield, regardless of contract value. Submit to the awarding agency prior to contract execution.

#### Representation of an Entity:

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_,  
Authorized Signatory Title Name of Entity

An entity duly formed and existing under the laws of \_\_\_\_\_,  
Name State of Commonwealth

Represent that I am authorized to execute and deliver this representation on behalf of

\_\_\_\_\_ and that \_\_\_\_\_ has a  
Name of Entity Name of Entity

Policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60 (a) (1) as amended.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing bid)

### AFFIDAVIT FOR INDIVIDUAL BIDDER

STATE OF \_\_\_\_\_

COUNTRY OF \_\_\_\_\_

\_\_\_\_\_ Being first duly sworn, deposes and says:  
(Person's Name)

That they are the person who is the Bidder submitting the accompanying bid for Town Project, and that they, having read, understood, and agreed to all the terms and provisions thereof, signed this affidavit; and the accompanying bid; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ My Commission expires \_\_\_\_\_  
Notary Public  
(Seal)

\_\_\_\_\_  
(Signature of named individual)



## NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing bid)

### AFFIDAVIT FOR CO-PARTNERSHIP BIDDER

STATE OF \_\_\_\_\_

COUNTRY OF \_\_\_\_\_

\_\_\_\_\_  
(Persons Names)

Each being first duly sworn, each deposes and each for themselves says: That they are a member of and that the persons listed above collectively compose the co-partnership firm designated as

\_\_\_\_\_ who is the Bidder submitting the  
(Firm Name)

accompanying bid for Town Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ My Commission expires \_\_\_\_\_

Notary Public  
(Seal)

Signatures of Named Principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**NON-COLLUSION AFFIDAVIT**

(This affidavit must be signed and sworn to by the person signing bid)

**AFFIDAVIT FOR CORPORATION BIDDER**

STATE OF \_\_\_\_\_

COUNTRY OF \_\_\_\_\_

\_\_\_\_\_ Being first duly sworn, deposes and says:  
(Person's Name)

That they are the \_\_\_\_\_ of the  
corporation who  
(Official Title of Cooperate Officer or Agent)

Is the Bidder submitting the accompanying bid for Town Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ My Commission  
expires \_\_\_\_\_  
Notary Public  
(Seal)

\_\_\_\_\_  
(Signature of Cooperate Officer or Agent)