

**TOWN OF TRUMBULL  
REQUEST FOR QUOTATION  
STORM DRAINAGE SYSTEM RELINING**

**GENERAL INSTRUCTIONS TO BIDDERS**

**BID NUMBER 5910      Due: September 29, 2011    3:00 PM**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **relining of storm drainage system on Brook View Drive, Trumbull, CT** in accordance with the general information and drawing contained in this request.

**1.    PREPARATION OF PROPOSALS**

- a. Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

**2.    BID SUBMISSION**

Bids are to be submitted in a sealed envelope addressed as follows:

**Bid:    5910    Due:    September 29, 2011**  
Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Please be advised that the person(s) signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

**3.    BID TIME**

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any bids submitted or received after the advertised hour shall not be accepted, opened or read.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

**4.    TOWN OPTIONS**

- a) The TOWN reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal for this work or any part thereof, and shall have the right to ask for new bids for the whole or parts, should it desire to do so.
- b) If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

**5.    TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

**6. INQUIRIES**

All inquiries regarding this request may be directed to **Mr. Joseph Solemene (203-452-5048)** or **Mr. Robert Chimini, Purchasing Agent (203-452-5042)**, and shall be answered up to the close of business on **September 26, 2011** after which time no additional questions will be accepted. To ensure consistent interpretation of inquires, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.

The Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

**7. AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing or purchase order.

**8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting the selected contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

**9. HOLD HARMLESS CLAUSE**

The Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

**10. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**11. INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker’s Compensation
- Contractor’s Public Liability and Property Damage
- Automobile Insurance

<b>General Liability</b>	<b>Each Person</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
<b>Comprehensive Automobile Liability</b>			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement

insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

**12. ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

**13. PRICING AND TERM**

All prices quoted are to be firm for a period of **one (1) year** following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

The Town requires firmed fixed prices for a period of one (1) year following Quotation opening and nothing elsewhere in this Quotation shall abrogate this firm period. The Town may renew the term of the award for this requirement for an additional twelve (12) months, at the price stated in the Quotation Response Form by giving the contractor at least thirty (30) days written notice.

**14. CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

**TOWN OF TRUMBULL  
REQUEST FOR QUOTATION  
STORM DRAINAGE SYSTEM RELINING  
BID NUMBER 5910      Due: September 29, 2011 3:00 PM  
GENERAL INFORMATION AND REQUIREMENTS AND PROPOSAL FORM**

The Town of Trumbull is seeking the services of qualified companies to provide the necessary labor, equipment and material to reline approximately 400 feet of 15" corrugated metal storm drainage system located on Brookview Drive, Trumbull, CT. Also Flush and clean pipes (400') and catch basin prior to lining and cleanup area. Contractor shall be responsible for the proper disposal of waste materials. The attached drawing defines the specified area. The selected company shall work under the direction of the Town Engineer or designated Town.

**PERFORMANCE TIME**

Time is of the Essence – the Town would like this project completed within one month or earlier from award of this requirement.

**EQUIPMENT**

All equipment and material utilized for this effort must be properly licensed and capable of efficient and reliable operation. Additionally, all equipment operators assigned to the aforementioned equipment shall be licensed and insured in accordance with this request. This information may be requested by the Town and shall be provided upon request.

**TRAFFIC**

Should the situation arise, all work is to be accomplished with the least inconvenience to the general public, with due regard to traffic safety.

**PROPOSAL FORM**

Having received the general requirements prepared by the Town the undersigned hereby submits the following Price(s) to perform the work outlined for the subject project, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows:

**Material to be used:** \_\_\_\_\_

**Proposed Price:** \_\_\_\_\_/ft                      **Total Proposed:** \_\_\_\_\_

**The above price is firm for** \_\_\_\_\_ **months.**

**Work to Commence** \_\_\_\_\_ **days after receipt of award and completed within** \_\_\_\_\_ **days.**

**Note any exceptions or clarifications :( use additional pages as necessary)**

\_\_\_\_\_

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Emergency Phone