

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
RESTROOM PAPER SUPPLIES & DISPENSERS

BID NUMBER 6080: DUE: OCTOBER 21, 2014 AT 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for Restroom paper supplies & dispensers for the Trumbull Board of Education in accordance with the enclosed specifications.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

For each item that a bidder is submitting a quote, a sample must be provided. Each item must be clearly marked with the company name and corresponding bid item number. Samples submitted as an "equal" substitute must be marked "substitute." Any vendors substituting "equal" products must follow the Bid Instructions, Section 4; subsection b), below. Samples will not be returned.

2. BID SUBMISSION

- a) Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – (Bid #6080 Due: 10/21/2014)
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

- b) Please be advised that the person 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.
- c) No oral, telephonic, or faxed proposals will be considered. 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.

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.
- 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 or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- 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.
- c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item will be returned at the vendor's expense.
- d) The Town of Trumbull reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated 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**

- a) All inquiries regarding this request shall be answered up to the close of business on October 16th after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, 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. Inquiries of a technical nature may be directed to Mark Deming (203-452-4306) Director of Facilities, Trumbull Board of Education.
- b) Additionally, after proposals are received, 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.
- c) It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.

7. **AWARD AND AUTHORITY**

The Trumbull BOE will issue notification of award in writing.

8. **METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

1. Firm Price
2. Delivery Options and Discounts
3. Vendor's ability to supply & support the products that match the specifications

9. **PRICING**

All prices quoted are to be firm for a period of ninety (90) days 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.

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

Any assignment or subcontracting by a bidder, vendor, or 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 Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

11. **HOLD HARMLESS CLAUSE**

Bidder 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 an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

12. **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.

13. **DELIVERY**

Deliveries will be to school locations and delivery quantities may be as in the specifications as per delivery of a period of minimum of 3 years. Deliveries made under this bid may be shipped to any Board of Education locations designated at the time of order. Your prices should take this into consideration.

14. **WARRANTIES**

A copy of all applicable warranties must be submitted in full detail.

15. 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 Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull. Additionally the successful bidder (Contractor) shall provide adequate statutory Workmen’s Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage “B”). The successful bidder (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor’s and each Subcontractor’s insurance.

16. ORDER OPTIONS

- a.) Vendors are requested to quote on any or all items. The Town of Trumbull and/or Trumbull Board of Education reserves the right to make awards on an item-by-item basis or as a total award.
- b.) Product amounts listed on the quote sheet are approximate quantities only. These amounts are listed to provide vendors with an idea of the number of items customarily ordered. The Board of Education reserves the right to order in amounts greater than or less than these listed amounts in the specifications. The listed item amounts are in no way to be construed as a guarantee of a minimum order.

17. 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.

18. SPECIFICATIONS

- a) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.
- b) The Town reserves the right to issue Addendum at any time prior to the Bid Opening. All such Addendums become, upon issuance part of the Specification. Each Bidder shall cover such Addendum in the proposal and shall acknowledge receipt of same on the blank provided therefore.
- c) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town’s acceptance of the suitability of a Bidder.
- d)

19. 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 under the Purchasing Department’s section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

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GENERAL INSTRUCTIONS TO BIDDERS

Description of Project/Service/Item:

Paper towel and tissue, product and dispensers. BOE is seeking a multiple year contract for the installation of new towel and tissue paper dispensers' district wide at 14 schools/buildings, approximately 1,000 to 1,100 total dispensers, supply of product and support / warranty of dispensers for a minimum of three years. Each vendor shall provide firm pricing for the first 12 months of contract, and a maximum capped increase for subsequent years. Evaluation of products and equipment will be based on lowest possible life cycle cost for the duration of the contract, recycled content of products, durability of dispensers and quality of paper products. Requests may be made to provide samples of dispenser and products to evaluate prior to bid award, there is no need to supply samples as part of this bid process

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PROPOSAL FORM (Continued)

COMPANY NAME: _____

Year 1 pricing firm fixed PRICING (FFP) now till June 30th 2015 _____

Year 2 pricing July 1, 2015 to June 30th 2016 (max cap) _____

Year 3 pricing July1, 2016 to June 30th 2017 (max cap) _____

PRICING PROPOSAL SHALL REMAIN FIRM FOR 90 DAYS

Work shall commence _____ days after receipt of Purchase Order

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

The quality of workmanship is guaranteed for a period of _____ year(s) from acceptance.

Company Name

By (Signature)

Address

Print Name

Address

Title

Date

Telephone/Fax

Email

Website