



TOWN OF TRUMBULL, CONNECTICUT

REQUEST FOR PROPOSAL, CONDITIONS, SPECIFICATIONS,
SPECIAL PROVISIONS AND DRAWINGS

TOWN OF TRUMBULL
PUBLIC WORKS FACILITY
FUELING STATION CANOPY
NEW ROOFING SYSTEM
366 CHURCH HILL ROAD
TRUMBULL, CONNECTICUT 06611

RFP #6085 DUE: NOVEMBER 3, 2014 at 2:00PM

PREPARED FOR THE TOWN OF TRUMBULL BY:
ANTINOZZI ASSOCIATES
ARCHITECTURE & INTERIORS
271 Fairfield Avenue
Bridgeport, CT
203.377.1300



ANTINOZZI ASSOCIATES
ARCHITECTURE & INTERIORS

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ALL TECHNICAL SPECIFICATIONS WILL BE LISTED AT DIGIPRINT AND THE TOWN WEBSITE UNDER BID 6085 TECHNICAL SPECIFICATIONS

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LEGAL NOTICE

**TOWN OF TRUMBULL
PUBLIC WORKS FACILITY
REQUEST FOR PROPOSALS
At THE HIGHWAY DEPARTMENT**

NEW ROOFING SYSTEM FOR THE FUELING STATION

RFP #6085 DUE: NOVEMBER 3, 2014 at 2:00PM

Sealed proposals for a NEW ROOFING SYSTEM FOR THE FUELING STATION 366 Church Hill Road, Trumbull, CT will be received at the office of the Town Purchasing Agent, 5866 Main Street, Trumbull, CT, on or before the date indicated above

Proposal documents can be accessed from the Town of Trumbull website (www.trumbull-ct.gov) in the Purchasing Department Section - link to "Bid Invitations". And or Proposal documents & drawings may be obtained (at a cost to you) from Digiprint, 25 Ferry Blvd., Stratford, CT 06615, and (203-375-1228). The consulting engineer for this project is: Paul Lisi, Antinozzi Associates, Bridgeport, CT (203-377-1300).

A (Optional) Pre Bid meeting will be held at the Highway Department Thursday, October 23,2014 @ 10 am for interested parties.

The Town of Trumbull reserves the right to waive and/or reject any and all proposals or any part thereof, waive the information in the proposal process, and reject any unqualified proposals, or accept any proposal or part thereof, deemed to be in the best interest of the Town of Trumbull.

Kevin Bova
Purchasing Agent

**TOWN OF TRUMBULL
PUBLIC WORKS FACILITY
REQUEST FOR PROPOSALS
FOR THE HIGHWAY DEPARTMENT**

NEW ROOFING SYSTEM FOR THE FUELING STATION

RFP #6085 DUE: NOVEMBER 3, 2014 at 2:00PM

The Town of Trumbull, (hereinafter referred to as Town or Owner), through the office of the Purchasing Agent, will accept sealed proposals for the **New Roofing System for Public Works at the Highway Department**, in the Town of Trumbull in accordance with the specifications and requirements detailed in this request. All qualified and interested parties (hereinafter referred to as proposer, bidder, contractor or supplier) are invited to submit proposals under the terms and conditions set forth as follows:

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

NOTE: AN OPTIONAL PRE BID MEETING AND WALK-THROUGH WILL TAKE PLACE ON THURSDAY, OCTOBER 23, 2014 @ 10 AM 366 CHURCH HILL ROAD TRUMBULL CT 06611.

1. PREPARATION OF PROPOSALS

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

Proposers 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

2. PROPOSAL SUBMISSION

Proposals are to be submitted in DUPLICATE in a sealed envelope and addressed as follows:

Purchasing Agent – RFP 6085, DUE: November 3, 2014 @ 2pm
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

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.

3. PROPOSAL TIME

- a) Proposals 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. No award will be made at that time.
- b) A firm may withdraw a proposal at any time prior to the above scheduled date and time. Any Proposal received after the above scheduled date and time shall not be considered or opened. No proposer may withdraw a proposal within ninety (90) days after the actual proposal opening.

4. TOWN OPTIONS

- a) The Town of Trumbull reserves the right to reject any and all Proposals and does not bind itself to accept the lowest price proposal or any proposal. The Town reserves the right to ask for new Proposals in whole or in part, or to reject any or all Proposals, or any part thereof, 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 a proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the proposal otherwise it will be presumed that the Proposal as proposed is in accordance with the required specifications.

5. **TAXES**

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal price. The Town of Trumbull Tax Exempt number is 05-010 31-000.

6. **INQUIRIES & ADDENDUMS**

All inquiries regarding this request shall be answered up to the 2:00 PM on October 29th, 2014 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 proposers will be made available in writing or by Fax as appropriate to all. Inquiries may be directed to Paul Lisi – Antinozzi Associates (203-377-1300) or Allen White, Town of Trumbull, Facilities, (203) 452.5070 (awhite@trumbull-ct.gov).

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at any time after proposals are opened.

It is the sole responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website (www.trumbull-ct.gov) in the Purchasing Department Section (Bid Notices). Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award & letter to proceed in writing.

8. **PRICING**

- a) Proposers are requested to quote as a complete installation.
b) All prices quoted are to be firm for a period of at least ninety (180) days following Proposal opening.
c) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. **SPECIFICATIONS**

If quotes do not meet or better the attached specifications on ALL points, the bidder must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the bidder is bidding according to all specifications.

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

Any assignment or subcontracting by the selected firm, to another 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**

The selected 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 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.

13. INSURANCE

The successful proposer 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

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

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.

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.

15. REFERENCES

Proposers must provide three (3) commercial references using the attached form.

16. GENERAL PROPOSAL SPECIFICATIONS AND INFORMATION

- a. After the contractor is awarded, the Contractor and representatives from the TOWN shall meet to discuss scheduling of work, safety plans, and the coordination of any work to be provided by the contractor, any subcontractors, and the maintenance staff.
- b. A payment schedule shall be determined by the contractor and the TOWN plant administrator based upon the confirmed order of materials and parts, delivered equipment, and installation progress.
- c. Work may be scheduled during the day so long as any particular operation does not interrupt the safe and normal operation of the building. Tasks that may be disruptive need to be scheduled when the offices are not in session.
- d. Workers must follow all safety protocol while working in or around the Gas Pumps

17. MISCELLANEOUS

All Contractors must develop a complete and thorough schedule which demonstrates that the Contractor will Be able to complete the project in a timely fashion. Selected proposer agrees to warranty all work completed For this requirement. The Town may make such investigations as necessary and it deems appropriate to Determine the qualifications of the proposer to perform the work required. Each proposer shall submit a Statement of Bidder Qualifications. If the Town is not satisfied that the proposer is properly qualified, the Town Reserves the right to reject the proposal of said proposer.

TOWN OF TRUMBULL
PUBLIC WORKS FACILITY
REQUEST FOR PROPOSALS
FOR THE HIGHWAY DEPARTMENT

NEW ROOFING SYSTEM FOR THE FUELING STATION

RFP #6085 DUE: NOVEMBER 3, 2014 at 2:00PM

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

TOWN OF TRUMBULL
PUBLIC WORKS FACILITY
REQUEST FOR PROPOSALS
FOR THE HIGHWAY DEPARTMENT

NEW ROOFING SYSTEM FOR THE FUELING STATION

RFP #6085 DUE: NOVEMBER 3, 2014 at 2:00PM

PROPOSAL FORM

(TO BE ON BIDDER'S LETTERHEAD)

To: Town of Trumbull
5688 Main Street
Trumbull, CT 06611

Project: TRUMBULL DPW FUELING STATION CANOPY
NEW ROOFING SYSTEM
TRUMBULL, CONNECTICUT

Date: _____

Submitted by:
(Full name)

(Full address)

1. OFFER

Pursuant to and in compliance with the Invitation to Bid relating thereto, the Undersigned

Himself/herself with the conditions present and carefully examined all the documents (including the drawings and Specifications dated October 8, 2014), General Instructions, Bid Proposal Form, etc., together with all Addenda issued And received prior to closing time for receipt of Bids as prepared by Antinozzi Associates hereby offers and agrees as Follows:

To provide all materials, all labor and all else whatsoever necessary to erect and properly finish all work in accordance With said documents for the above mentioned projects to the satisfaction of the Architect and Owner for the stipulated Sum of

Base Bid (in words) _____

Base Bid (in figures) \$ _____

All State of Connecticut taxes are excluded from the Bid Sum.

2. ACCEPTANCE

This offer shall be open to acceptance for ninety (180) days from the Bid opening date.

If this Bid is accepted by the Owner within the time period stated above, Undersigned will:

Execute this Agreement within ten days of receipt of acceptance of this Bid.

Commence work within seven days after written Notice to Proceed or Contract signing.

If this Bid is accepted within the time stated, and the Undersigned fails to provide the required work done Per specification's, the Owner may Charge against the Undersigned the difference between the amount of this bid and The amount for which the contract for the work is subsequently executed, irrespective of whether the amount thus due Exceeds the amount of the bid Guaranty.

3. CONTRACT TIME

If this Bid is accepted, the Undersigned will complete all the work in 120 calendar days from Notice to Proceed. It is additionally understood that liquidated damages, in the amount of \$250.00 per day, will be assessed for failure to complete the project within the above time period as described in the General Conditions.

4. CHANGES TO THE WORK

Equitable adjustments for Changes in the Work will be net cost plus a percentage feed in accordance with the General Conditions.

5. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been Considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

6. BID FORM SIGNATURE (S)

The Corporate Seal

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

(Authorized signing officer) (Title)

(Seal)

(Authorized signing officer) (Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the Appropriate form or forms as above.

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.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions

Company Name by (Signature)

Address Print Name

City, State, Zip code Title

Phone # FAX

Email

END OF PROPOSAL FORM