



**TOWN OF TRUMBULL, CONNECTICUT**

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

**STRUCTURAL REPAIRS AND RESTORATIONS OR REPLACEMENT  
TO TRUMBULL CORPORATE PARK SIGNS  
MERRITT BOULEVARD  
TRUMBULL, CONNECTICUT 06611**

**RFP #6093**

**DUE: JANUARY 15, 2015 at 2:00PM**

LEGAL NOTICE

TOWN OF TRUMBULL  
ECONOMIC & COMMUNITY DEVELOPMENT  
REQUEST FOR PROPOSALS  
STRUCTURAL REPAIRS AND RESTORATIONS OR REPLACEMENT  
TO TRUMBULL CORPORATE PARK MERRITT BOULEVARD SIGNS

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Sealed proposals for various structural repairs, restorations & new signs for Trumbull Corporate Park signs at Merritt Trumbull, CT will be received at the office of the Town Purchasing Agent Kevin Bova, 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](http://www.trumbull-ct.gov)) in the Purchasing Department Section - link to "Bid Invitations". The Economic & Community Development Director for this project is: Ed Lavernoich (203.452-5043).

**A (mandatory) Pre Bid meeting will be held at Merritt Boulevard (at Sign A off of exit 11 RT 8) Tuesday December 30, 2014 at 11am 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 J BOVA  
Purchasing Agent

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**GENERAL INSTRUCTIONS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed proposals from qualified parties (herein after referred to as proposers, contractors, or firms) for various structural repairs and restorations to two signs and the removal and replacement of one sign on Merritt Boulevard, Trumbull, CT, in accordance with the attached specifications and scope of work.

**NOTE:** A (mandatory) Pre Bid meeting will be held at Merit Boulevard  
(at Sign A off of exit 11 RT 8) Tuesday December 30, 2014 at 11am for  
interested parties.

**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 6093, DUE: JAN 15, 2014 by 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. All proposals received will be forwarded to the Director of Economic & Community Development for a complete Review.
- 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.

**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**

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 Proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. **INQUIRIES**

All inquiries regarding this request shall be answered up to the 5:00 PM on December 31, 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 the Mr. Ed Lavernoich Director of Economic & Development (203.452 5043); general inquiries for drawing or specification clarifications may be directed to Ed Lavernoich [elavernoich@trumbull-ct.gov](mailto:elavernoich@trumbull-ct.gov) or Kevin Bova Purchasing Agent [Kbova@trumbull-ct.gov](mailto:Kbova@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.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing. Followed by a Purchase order.

8. **PRICING**

- a) Proposers are requested to quote as a complete per Specifications for all 3 Signs A, B & C.
- b) Included is the State Required Signed when working on signs A, B & C. Included should be materials and Installation.
- c) All prices quoted are to be firm for a period of at least ninety (90) days following Proposal opening.
- d) Special Consideration will be given to responses with those that can offer the best lead time installation. The Town is always interested in any and all cost reduction opportunities.

9. **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.

10. **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.

11. **WORK REGULATIONS, PREVAILING WAGE, 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. State of Connecticut Prevailing Wage standards DO NOT apply for this project. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **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

<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	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's 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.

**13. 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.

**14. REFERENCES**

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

**15. SPECIFICATIONS**

- a) Should a proposer 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 Addenda at any time prior to the Proposal Opening. All such Addenda become, upon issuance, part of the Specification. Each proposal shall cover such Addenda 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 proposers 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 Proposal shall not constitute or imply the Town's acceptance of the suitability of a proposer or the Proposal, nor shall possession of Drawings or Specifications constitute an invitation to propose. The competency and responsibility of proposers as well as the number of working days required for completion will be considered in making an award.

**16. ADENDUMS**

It is the responsibility of each firm to verify prior to final submittal of a proposal 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 or call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

17. **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 based upon the confirmed order of materials and parts, delivered equipment, and installation. The Town will pay upon completion with net 45 days. The contractor shall submit invoice against the Purchase Order to Town of Trumbull 5866 Main Street Trumbull CT 06611
- c. Work may be scheduled during the day so long as any particular operation does not interrupt the safe and normal operation of traffic flow. 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 Area.

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SPECIFICATIONS & Instructions

**SIGN A: REBUILD EXISTING**

The 8' x 16' tenant directory sign was built from Sign Comp extrusions. Existing structure must be reused and painted with metallic automotive grade paint and clear to match supplied sample. Existing lighting system must be removed, and will not be replaced. Front frame must be replaced using Sign Comp aluminum extrusions and painted as listed above. Tenant panels must be removable from front so sign cabinet does not have to be opened. Top panel must be stencil cut aluminum with digitally printed translucent laminated logo. Aluminum panel must be backed up with 3/16" cast acrylic. Tenant panels must be 3/16" cast acrylic with standard color translucent 3M or Arlon Vinyl. All vinyl materials must be high performance or the highest grade available. Material samples and detailed drawings must be submitted before construction begins. Contractor will be responsible to take field measurements before submitting bid.

**SIGN B: REBUILD EXISTING**

The 10' x 10' double-sided front park sign was built from Sign Comp extrusions. Existing structure must be reused and painted with metallic automotive grade paint and clear to match supplied sample. Existing lighting system must be removed. Frames on both sides must be replaced using Sign Comp aluminum extrusions and painted as listed above. Sign panels must be stencil cut .125" aluminum panels backed up with 3/16" cast acrylic or thicker. All vinyl materials must be high performance or the highest grade available. Material samples and detailed drawings must be submitted before construction begins. Contractor will be responsible to take field measurements before submitting bid.

**SIGN C: REMOVE EXISTING AND REPLACE**

The 2' x 10' double-sided aluminum monument sign must be welded .125" aluminum or thicker. Sign must be painted with metallic automotive grade paint and clear to match supplied sample. Interior frame of sign must also be welded aluminum and designed to withstand 100 MPH winds. Sign portion must be stencil cut with cast 3/16" acrylic backing or thicker. Welding must show no disfiguring of outer panels. Sign must be installed on a concrete pad with 42" deep footings and rebar. Sign must have digitally printed translucent laminated logos. All vinyl materials must be high performance or the highest grade available. Material samples and detailed drawings must be submitted before construction begins. Contractor will be responsible to take field measurements before submitting bid.

The selected vendor will be responsible to get proper permits and remove and dispose of all debris.

PLEASE see Spec sheets attached for map/ location for the signs and the Illustrations of signs. See attached documentation on State- required Project sign that should be installed between A & B, during the duration of the contract. These are with the Proposal documents that can be accessed from the Town of Trumbull website ([www.trumbull-ct.gov](http://www.trumbull-ct.gov)) in the Purchasing Department Section - link to "Bid Invitations". BID 6093-Maps, Illustrations, & State required.

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**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): \_\_\_\_\_

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**PROPOSAL FORM**

(TO BE ON COMPANY LETTERHEAD)

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

Project: **STRUCTURAL REPAIRS AND RESTORATIONS  
TO TRUMBULL CORPORATE MERRITT BOULEVARD SIGNS  
TRUMBULL, CONNECTICUT**

Date: \_\_\_\_\_

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_,  
(Individual name) (Company name)

Have received, thoroughly reviewed, and had any and all questions resolved regarding the following Contract Documents for the Project:

- Instructions to Bidders and Invitation to Bid
- Drawings
- Project overview, including specifications,
- Addenda \_\_\_\_\_ thru \_\_\_\_\_.

And have included their provisions in my proposal. I have visited the site, and have based my bid upon the site conditions. I shall supply all labor, materials, equipment, tools, taxes and insurance, etc. in accordance with the entire Contract Documents, and as required to construct this Project, for a lump sum bid amount of

**Bid Amount (in words)** \_\_\_\_\_

**BID Amount (in figures) \$** \_\_\_\_\_

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

This bid amount shall be valid for 90 days; I will complete the project no later than \_\_\_\_\_ calendar days from receipt of an executed Contract with the Town of Trumbull.

**ADDENDA**

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

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**ACCEPTANCE**

- This offer shall be open to acceptance for ninety (90) days from the proposal opening date.
- If this Proposal 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 proposal.
- Commence work within seven days after written Notice to Proceed or Contract signing.

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**