

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
ON CALL SERVICES FOR FLOORING, CARPET AND TILE

BID NUMBER 6095: DUE: JANUARY 20, 2015 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 ON CALL SERVICES FOR FLOORING , CARPET AND TILE for the Trumbull Board of Education in accordance with the enclosed specifications.

The Town solicits proposals from a licensed and qualified full-service Contractor to provide "ON-CALL" services on an as needed basis. The Board of Education and or the Town of Trumbull intends to utilize the contractor when projects cannot be completed by the Town or when the complexity of the project requires additional expertise. All work performed for the BOE in this capacity shall be under the direction of Director of Facilities or its designee.

It is requested that proposals conform to this request as closely as possible. The BOE Director of Facilities Mark Deming may accept proposals which take exception to any requirements in this RFP. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

1. **PREPARATION OF PROPOSALS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (2) EXACT COPIES. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Contractors may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements of this request.

2. **BID SUBMISSION**

- A. Bids are to be submitted and sealed in an envelope clearly marked and addressed as follows. :
- RFP # 6095 ON CALL SERVICES FOR FLOORING, CARPET AND TILE**

Due: January 20, 2015 @ 2PM
Attention: Kevin J Bova
Purchasing Agent
Town of Trumbull
5866 Main Street, Trumbull, CT 06611

2. Proposals must be signed by an authorized principal or agent and the person signing the proposal form must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.
 - a) 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.
 - b) No oral, telephonic, or faxed proposals will be considered. No telephone corrections, deletions, or additions will be accepted. The BOE 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 & BOE OPTIONS**

- a) The Town and or BOE 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 scope of work / 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 & BOE 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/BOE, 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 January 13th 2015 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the BOE 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/BOE 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 purchasing agent on behalf of Trumbull BOE will issue notification of award in writing.

8. **AWARD AND PRICING**

1. Individual requirements and or assignments shall be awarded to the successful respondent to this request on an as needed basis for specific projects designated by the Town. Such assignments shall require a complete breakdown of all labor and material and guided by the rates and pricing structure identified in the proposal form contained herein PRIOR to the commencement of any work assignments. The work assigned shall primarily be for preventative maintenance, special projects or emergency services for existing BOE /Town systems and facilities. The Town reserves the right to request firm price quotations for individual projects from the successful respondent or from any other contractor if the dollar limits exceed certain Town Charter provisions as related to sealed bid proposals.
2. All pricing quoted shall remain firm fixed for a period of one (1) year from date of proposal opening. Special consideration will be given to responses with extended firm price dates.
3. The duration of the contract shall be for one (1) year and may be renewed for (2) two additional years at the price stated in the Proposal Form by giving the contractor at least thirty (30) days written notice and upon mutual consent of both parties. Notwithstanding the foregoing the BOE/ or Town may cancel the contract at any time.
4. All awards for specific assignments shall be awarded by purchase order; however certain emergency requirements may be authorized directly by the Director of Facilities or its designee.

9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS AND SUBCONTRACTING

Any assignment or subcontracting for work to be performed related to this request, 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 /BOE.

10. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town 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 request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

11. WORK REGULATIONS AND STANDARDS

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

12. INSURANCE

The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of General Liability Coverage of \$1,000,000 per occurrence / \$2,000,000 per occurrence. The General aggregate limit should apply to each project; the products-completed operations should state a wrap-up date to extend 6 years. Auto Liability \$1,000,000 shall include any auto, hired autos and non-owned autos. Umbrella liability is required with a minimum limit of \$2,000,000 up the amount of the project. Worker's Compensation coverage is required with CT statutory limits. Crime coverage including third party endorsement of \$250,000 is required. Employment Practices coverage including third party endorsements and sexual misconduct coverage of \$1,000,000 and crime coverage including third party endorsement of \$250,000 are required.

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. WARRANTY

The selected contractor shall warrant that only the best workmanship and materials shall be employed in the performance of services for the Town and if, within a period of one (1) year from the date of acceptance by the Town, such work or supplies or any portion thereof are found to be defective or faulty due to imperfect or bad workmanship or material, the contractor agrees to replace such defective supplies and correct such defective work forthwith without expense to the Town.

14. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov.

15. SPECIFICATIONS

- a) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the BOARD OF EDUCATION at once. The Town/BOE may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.

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- 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.

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GENERAL INSTRUCTIONS TO BIDDERS

**Description of Project
Specifications/Service/scope of work /Items- products:**

The selected Contractor(s) shall provide qualified sufficient staff, on as as-needed basis, for certain projects and routine.

A. INTENT AND GENERAL INFORMATION

The Town will have sole discretion as to which projects, if any, shall be assigned to the selected Contractor. The Town reserves the right to advertise via competitive Request for Proposals any other projects it deems appropriate. The selected Contractors will be afforded the opportunity to submit proposals on any advertised RFP.

B. FINANCIAL MANAGEMENT

It is the responsibility of the selected Contractor to monitor and track financial activities associated with assigned work/projects. The selected Contractor shall prepare a proposal for estimated labor hours and materials for approval by the Town/BOE prior to commencing any work activity. In certain emergency situations the Town may waive this requirement in order to expedite required work activity.

C. RESPONSE TIME REQUIREMENTS

Contractor agrees to work within the time parameters set for both routine and emergency calls. The contractor must be available to respond to emergency calls on a 24 hour/7 day a week basis. Response to emergency calls is within 8 hours of call to the contractor. The contractor shall be available to conform to the time parameters set by the business hours of individual Town/BOE buildings and or facilities.

D. PROJECT MANAGEMENT

1. The Contractor must complete all work in a professional manner and in accordance with accepted industry standards.
2. The Contractor must report to the designated Town official to keep the Town apprised of the status of work being done (i.e. date/time/and delays).
3. All employees of the Contractor shall wear uniforms with clearly visible identification or badges (company name) when working on a job site for the Town.
4. The Town of Trumbull reserves the right to request the removal of any contractor staff who views as unprofessional or disruptive while on Town of Trumbull grounds.
5. All equipment used in the performance of any work associated with this request is to be in good working order and operated in a safe manner.
6. All debris removal is the responsibility of the contractor and all equipment must be cleaned up and stored at the end of each working day.

E. INVOICING & PRICING

Contractor shall provide itemized billing for various trades hours and materials billed for each service call within 15 days of completion. All invoicing (original and one copy) shall include at a minimum the following information:

- Facility name and address
- Hours of work and personnel assigned (including applicable rates), that are in the Proposal Form below.
- Associated materials and pricing and other pertinent information
- All invoices are to be submitted to the

BOARD OF EDUCATION

Specification:

Removal of existing carpet, cove base and its proper disposal offsite. Preparation of sub-flooring per manufacturer's recommendations for VCT and Carpet. Contractor shall be responsible for all measurements and preparation required to insure a quality installation. Existing cove base is to be removed and replaced with new where existing and applicable. Contractor shall provide dumpster and/or off- site disposal for all removal and installation debris created as a result of the project. All work will be scheduled to insure that school/building operations are not disrupted

Products:

Carpet tile must be a unitary backed product, which carries a 10 year warrantee against wear.

Product must also meet any and all fire code standards as needed for a Public School in the State of Connecticut. VCT product must be 12"x12", 1/8" gauge product, acceptable manufacturers are Armstrong and Tarkett. All products offered must be approved in advance of bid award, providing sample and written warrantee. Colors will be determined based on project and availability for each project.

Overall description

The Board of Education is looking for a Three year on call flooring, carpet and tile services. Purpose is to provide consistent services for the replacement of worn carpet, installation of new VCT following ACT abatement projects and conversion of carpeted areas to VCT. Removal and disposal, supply, preparation and installation of new flooring materials identified as follows. Provide a per square foot cost for the removal of and disposal of existing carpet, provide a per square foot price for the preparation and installation of carpet tiles, provide a per square foot price for the preparation and installation of new VCT tile. Provide a cost per linear foot to supply and installation of new vinyl cove base

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REFERENCES

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

Responses to this request shall list at least three (3) references for similar work that is related in size and scope (dollar value or specification) to the proposed scope of work contained in this request. Previous projects may be cited provided they were executed within the last three years. **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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CONTRACTOR INFORMATION SUMMARY
Complete/Describe In Detail – Attach Additional Sheets If Required

Name of Company: _____

Type of Business: _____
(Limited Company, Limited Partnership, Sole Proprietorship, Etc)

Years in Business: _____ Number of Employees: _____

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:

Response Time to Service Calls: _____ (Reg. Hrs.) _____ (O. T. Hrs.)

Indicate any specific areas of expertise or other "on call" service below:

COMPANY NAME: _____

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 # _____, _____, _____, _____, _____

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The undersigned, in compliance with this RFP affirms, that it has examined the specifications and related documents contained herein and proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at the prices agreed to.

The undersigned certifies that this proposal meets all the specifications, requirements and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted and attached. Any alternate proposals are presented in similar format as requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

State "Not Applicable" (N/A) where services are not needed. List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

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)

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PROPOSAL FORM

Year 1

Removal and disposal of existing carpet/cove base per sq. foot ___ 500-1000 sq. feet _____1,001-3000_____

Preparation of sub floor and installation of new carpet tile per sq. foot___500-1000 sq. feet _____1,001-3000_____

Preparation of sub floor and installation of new VCT tiles per sq. foot___500-1000 sq. feet _____1,001-3000_____

Installation per linear foot of 4" cove base___ 120-360 linear ft_____361-1000_____

Year 2

Removal and disposal of existing carpet/cove base per sq. foot ___ 500-1000 sq. feet _____1,001-3000_____

Preparation of sub floor and installation of new carpet tile per sq. foot___500-1000 sq. feet _____1,001-3000_____

Preparation of sub floor and installation of new VCT tiles per sq. foot___500-1000 sq. feet _____1,001-3000_____

Installation per linear foot of 4" cove base___ 120-360 linear ft_____361-1000_____

Year 3

Removal and disposal of existing carpet/cove base per sq. foot ___ 500-1000 sq. feet _____1,001-3000_____

Preparation of sub floor and installation of new carpet tile per sq. foot___ 500-1000 sq. feet _____1,001-3000_____

Preparation of sub floor and installation of new VCT tiles per sq. foot___ 500-1000 sq. feet _____1,001-3000_____

Installation per linear foot of 4" cove base___ 120-360 linear ft_____361-1000_____

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Company Name

by (Signature)

Address

Print Name (A Duly Authorized Representative)

Address

Title

Date

Telephone/Fax

Email

Website