

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
INSTALLATION OF SOLAR WINDOW FILM

BID NUMBER 6135: DUE: JULY 10, 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 Installation of Solar window film on Gym and Senior lounge windows at Trumbull High School 72 Strobel Rd, Trumbull CT. For the Trumbull Board of Education in accordance with the enclosed specifications.

A Pre bid Site walk through will be conducted on June 30, 2015 @ 10 am @ The High School
For some Emergency reason please contact Mark Deming 203-452-4306, 203-767-7245 or
(Demingm@trumbullps.org) prior to submitting a bid. The Project is located @ Trumbull High school @ 72
Strobel Rd, Trumbull, CT 06611.

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

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.

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. **BID SUBMISSION**

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

BID 6135 INSTALLATION OF SOLAR WINDOW FILM
Due: JULY 10, 2015 @ 2PM
Attention: Kevin J Bova
Purchasing Agent
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 & THE Board of education 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 July 3, 2015 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 Purchasing agent from Town Hall on behalf of Trumbull BOE will issue notification of award in writing. Along with Standard contract and a Purchase order.

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.
4. Proposers are requested to quote as a complete al materials& Labor.
5. Time is essence and will be part of the award For Trumbull High School Project.

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. WARRANTIES

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

14. 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 Thirty (30) 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.

15. 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.

16. LOWEST RESPONSIBLE PROPOSAL

a) The Town along with the Board of Education shall determine the "lowest responsible qualified proposer" on the basis of the Proposer submitting the lowest "Total Proposal", responsiveness of his Technical Proposal; and demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the Specifications and requirements.

Proposals will be compared on the basis of the "Total Proposal" of the items listed in the Proposal and on basis of the Proposer's experience and competence.

If the Lowest Total Proposal exceeds the amount of funds available for the project, the Town along with the Board of Education reserves the right to increase or decrease any class, item or part of the work. After determining the "lowest responsible qualified proposer", the Town will issue a Notice of Award to the successful Proposer.

In the event that the lowest responsible qualified proposer fails to execute the Contract and/or fails to provide the required documents within the time period prescribed, the Town and Board of Education, at its option, may consider the lowest responsible qualified proposer to be in default, in which case the Bid Guarantee shall become the property of the Town.

17. 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.

18. 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:

A Pre bid Site walk through will be conducted on June 30, 2015 @ 10 am

For some Emergency reason please contact Mark Deming 203-452-4306, 203-767-7245 or (Demingm@trumbullps.org) prior to submitting a bid. The Project is located @ Trumbull High school @ 72 Strobel Rd, Trumbull, CT 06611.

The work to be done is at
Trumbull High School
72 Strobel Road
Trumbull CT, 06611

Preparation and installation of solar film on windows in the THS Senior lounge and Gyms, exact level of tint (TBD) achieving a minimum reduction of 20% light infiltration, color selection will be determined with successful bidder at award. Contractors shall provide warranty information as part of the bid package and disclose the manufacturer's information as to the product proposed. Installation is to be completed prior to July 30, 2015.

A Pre bid Site walk through will be conducted on June 30, 2015 10 am. Also contractors shall provide unit pricing for replacement in other town properties as needed or in addition work on this project.

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PROPOSAL FORM

COMPANY NAME: _____

Total proposed including **materials and labor for Trumbull High school**

Total Proposed \$ _____

Total Proposed: _____
(Written)

UNIT PRICING for replacement on as needed Bases for other projects

\$ _____

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.

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

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

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REFERENCES

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

List references for similar services provided for at least Three (3) 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): _____