

TOWN OF TRUMBULL  
REQUEST FOR PROPOSAL  
ON CALL SERVICES FOR ROOF SNOW REMOVAL – THE TOWN OF TRUMBULL & TRUMBULL PUBLIC  
SCHOOLS  
FOR THE PERIOD DECEMBER 1, 2015 THROUGH JUNE 30, 2017

GENERAL INFORMATION

RFP: # 6152

DUE: NOVEMBER 24 , 2015 AT 2:00 PM

The Town of Trumbull (hereinafter referred to as Town) invites interested and qualified parties (hereinafter referred to as Contractor, Respondent, or Proposer) to submit qualifications and fees based on the requirements and work scope detailed in this request to provide "ON-CALL" services for roof snow removal (or other snow related emergencies) at various Town hall Buildings & Trumbull Public Schools (herein after referred to as Town & BOE or School District) on an as needed basis. All work performed for the Town in this capacity shall be under the direction of the BOE Director facilities or its designee. The information contained herein outlines the intent and scope of this request and the guidelines governing the submission of a proposal.

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent 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.

**A. PREPARATION OF PROPOSALS**

1. One (1) ORIGINAL and Two (2) EXACT COPY of your proposal shall be submitted using the forms contained herein. All proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation.
2. 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.
3. Additional lines have been left on the bid proposal form to add any additional worker or equipment types that the bidder feels may be applicable.
4. Equipment charges must include operator cost.
5. Administration charges shall be embedded in bid rates. Additional administration charges shall not be allowed.

**B. PROPOSAL SUBMISSION**

1. Proposals are to be submitted in a sealed envelope and addressed as follows:  
**RFP #6152 ON-CALL TOWN OF TRUMBULL & BOE ROOF SNOW REMOVAL**  
**DUE: NOV. 24, 2015 @ 2:00PM**  
**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 bind that organization with regard to price and related 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.

**C. TOWN OPTIONS**

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

**D. 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.

**E. INQUIRIES**

1. General questions concerning this request and submission requirements may be directed to **Mark Deming, Director of BOE facilities (203)452-4306 [mdeming@trumbullps.org](mailto:mdeming@trumbullps.org)** or Allen White Director of Facilities for the Town of Trumbull buildings 203-452-5071 [Awhite@trumbull-ct.gov](mailto:Awhite@trumbull-ct.gov) up to the close of business November 18, 2015 . 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 proposers.
2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

**F. AWARD AND AUTHORITY**

The purchasing authority of the Town shall issue notification of award in writing.

**G. AWARD AND PRICING**

1. Individual requirements and or assignments shall be awarded to the successful respondent to this request on an as needed basis designated by the Town & or BOE. 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.
2. The Town/Trumbull Public Schools may use additional qualified bidders based on cost and availability of each respondent.
3. All pricing quoted shall remain firm fixed for a period of one and half (1 1/2) year from date of proposal opening. Special consideration will be given to responses with extended firm price dates.
4. The duration of the agreement shall be for one and half (1 1/2) year and may be renewed for 2 additional years (July 1 2017 to June 30<sup>th</sup> 2018 and then July 1 2018 to June 30, 2019) 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 Town may cancel any agreement at any time.
5. All awards for specific assignments shall be awarded verbally and "as needed based on specific requirements conditions.

**H. 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.

**I. 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 agreement, 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.

**J. 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 and labor laws. All services performed shall also conform to the latest OSHA standards and/or regulations.

**K. INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town and the Public Works Department 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:

- Worker's Compensation
- Contractor's Public Liability and Property Damage

<b>Commercial General Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Bodily Injury Liability	\$2,000,000	\$5,000,000
Property Damage Liability	\$1,000,000	\$5,000,000
Personal Injury Liability	\$1,000,000	\$5,000,000
<b>Comprehensive Auto Liability</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$2,000,000
Property Damage	\$1,000,000	\$2,000,000

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 Town's Purchasing Department.

**L. 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](http://www.trumbull-ct.gov) .

**M. CONFLICT OF INTEREST**

“Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.”

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ON CALL SERVICES FOR ROOF SNOW REMOVAL – THE TOWN OF TRUMBULL & TRUMBULL PUBLIC  
SCHOOLS  
FOR THE PERIOD DECEMBER 1, 2015 THROUGH JUNE 30, 2017**

RFP: # 6152

DUE: NOVEMBER 24, 2015 AT 2:00 PM

**SPECIFICATIONS**

**SECTION A  
GENERAL CONDITIONS**

**1. GENERAL**

- a. The Bid price is to cover the cost of furnishing all of the said services, materials, equipment and labor for the On-call Services for Roof Snow Removal (or other snow related emergencies) at the locations as set forth in Exhibit No.1 and as noted elsewhere in the specifications to the satisfaction of the Town of Trumbull & Board of Education/Board of Education.
- b. Where General Condition's clauses are repeated herein it shall be understood as calling special attention to them or as a further qualification and shall not be construed as omitting any other part of the General Conditions clause.
- c. The Contractor shall be subject to the Trumbull Public School building use rules and shall sign in and out at the Principal's office whenever entering or leaving the premises. At all times, contractor shall keep the Town of Trumbull/Board of Education or its authorized representative informed as to its planned schedule for completing the work and changes or deviation's from the planned schedule.
- d. This Agreement shall cover a period beginning Dec 1, 2015 and run through June 30, 2017 The Town of Trumbull & Board of Education reserves the right to extend the term of the Agreement for two (2) years through June 30, 2018 and Then July1 2018 through June 30, 2019.under the same terms, conditions and provisions at the sole discretion of the Town.

**2. SCOPE OF WORK**

*Please see Section B Article 2 titled "Scope of Work" of the Specifications.*

**3. CONTRACTOR'S RESPONSIBILITY**

- a. Contractor will be held to have carefully examined existing buildings and to have made all necessary investigations, in order to be thoroughly and fully informed as to the facilities for roof inspection purposes, necessary equipment and to have informed himself fully as to all difficulties that may be encountered in complete execution of all work.
- b. The Contractor will be held to have examined all other data or instructions pertaining to the requirements of the Agreement and its General Conditions and the Specifications.
- c. No consideration or allowance will be granted for failure to visit the Trumbull Public School buildings, or for any alleged misunderstanding of materials to be furnished, or work to be performed, it being understood that when the Bid is delivered to and received by the Town of Trumbull/Board of Education, such action carries with it an agreement to fully comply with and to fully perform all requirements set forth in the General Conditions and the Specifications as set forth herein.
- d. The Contractor may schedule a walk-through of the Trumbull Public Schools (time permitting) by contacting Steve Kennedy, Director of Plant Operations at 203-452-4306 or Mark Deming, for Town Building please contact Allen White.

**4. LAWS AND PERMITS**

- a. Contractor shall comply with all Federal, State and Municipal Laws, Statutes, Ordinances and Regulations, prepare all required documents, give all notices, obtain all permits necessary for the work, pay all costs and fees for permits and inspections and obtain all certificates of inspections and approval for the work and deliver same to the Town of Trumbull/Board of Education.
- b. All work and materials shall be in full accordance with the rules and regulations of all other departments or boards having jurisdiction over the work or a portion thereof including all OSHA regulations.

- c. The Contractor shall immediately inform the Town of Trumbull/Board of Education of any work or materials which violate any Federal, State and Municipal Laws, Statutes, Ordinances and Regulations and of any work performed by the Contractor causing such violations shall be corrected by the Contractor at its own expense.

## **5. INSPECTION**

The quality of inspection, on-call repairs and replacement services shall be subject to inspection by the Town of Trumbull/Board of Education or its representatives at any time. Should it be found that quality of the work being performed is not satisfactory and that the requirements of the General Conditions and Specifications are not being met, the Town of Trumbull/Board of Education may terminate the Agreement and employ another contractor to perform the work to establish the satisfactory operating condition of the equipment or system. The existing Contractor and its Surety shall be liable to the Town of Trumbull/Board of Education for such cost(s) on account thereof.

## **6. STOP WORK ORDER**

The Town of Trumbull/Board of Education reserves the right to stop the work covered by this Agreement at any time. In the event work is stopped as provided herein, the Town of Trumbull/Board of Education shall have the right to arrange for the completion of the work in such manner, as it may deem advisable. If the cost thereof exceeds the amount of the Agreement, the Contractor and its Surety shall be liable to the Town of Trumbull/Board of Education for any such cost on account thereof.

## **7. TERMINATION OF AGREEMENT**

The Town of Trumbull/Board of Education may, with or without cause and without prejudice to any other right or remedy, elect to terminate this Agreement. Such termination shall be effective in the manner specified in said notice. On receipt of such notice, the Contractor shall, unless the notice directs otherwise, immediately discontinue all efforts in the furtherance of the work, including the placing of orders for materials, and supplies in connection with the performance of the work.

## **8. EXAMINATION OF EXISTING TOWN BUILDINGS & TRUMBULL PUBLIC SCHOOL SYSTEM BUILDINGS**

- a. The Contractor affirms that it has informed itself by personal examination of the Specifications and location of the proposed work and by such other means as it may select, of the character, quality and extent of work to be performed and the conditions under which the Service Agreement is to be executed.
- b. The Contractor shall examine the Specifications and all other data or instructions pertaining to the work, if available. If not available, it shall be up to the Contractor prior to the submission of its Bid to conduct a thorough walk-through of the site(s) and the facility(s) as set forth in Article 3.d herein. No pleas of ignorance of conditions that exist or of difficulties or conditions that may be encountered or of any other matter concerning the work to be performed in the execution of the work will be accepted by the Town of Trumbull/Board of Education as an excuse for any failure of omission on the part of the Bidder to fulfill every detail of all the requirements of the documents governing the work. If awarded the Agreement, the Contractor will not be allowed by any extra compensation by reason of any matter or issue concerning which such Contractor might have been fully informed prior to the submission of its Bid.
- c. The Contractor's attention is directed particularly to the following Article of the Specifications: Article 2, titled "Scope of Work."
- d. Any verbal information obtained from or statements made by representatives of the Town of Trumbull/Board of Education or any of its entities at the time of examination of the documents or of the site(s) or of the facility(s) shall not be construed as in any manner amending the Agreement Documents. Only such corrections or addenda as are issued in writing to all Contractors prior to the submission of Bids shall become a part of the Agreement. The Town of Trumbull/Board of Education will not be responsible for verbal instructions.
- e. At the time the Contractor submits its Bid, it MUST provide with its Bid, a detailed explanation of work intended to be performed under this Article.
- f. The Town of Trumbull/Board of Education will make no allowance or concession to a Bidder for any alleged misunderstanding or deception because of quantity, quality, character, location or other conditions.
- g. The Contractor awarded the work shall be required to complete the entire work, or any part thereof as the case may be, to the satisfaction of the Town of Trumbull/Board of Education in strict accordance with the General Conditions and the Specifications and pursuant to a agreement between the Town of Trumbull/Board of Education and the Contractor.

## 9. LIQUIDATED DAMAGES

The Town of Trumbull/Board of Education requires all contractors to be responsive to its needs and will impose a \$100/hour late fee for any type of service call, where the Contractor is late in responding.

## 10. DISQUALIFICATION

If at any time the Contractor's work is found to be unacceptable by the Town of Trumbull/Board of Education or its representatives, it reserves the right to disqualify the Contractor from Bidding on future work and projects.

## 11. RECORD KEEPING AND INVOICING

- a. The Town of Trumbull/Board of Education and its representatives require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task or assignment pursuant to this Agreement. Additionally, the Contractor must have a daily sign-in sheet and take photos of employees working on Trumbull Public School roofs during the removal operation.
- b. Proof of citizenship or legal non-resident work status must be presented for all workers.
- c. The Town of Trumbull/Board of Education and its representatives require the Contractor to keep accurate listing of supplies and materials used in the performance of any project, task or assignment pursuant to this Agreement.
- d. A Work Order (established by the Finance Director for the Trumbull Public Schools) issued to the Contractor for a project, task or assignment will be noted as "complete" along with such date of completion will be returned to Facilities Services as part of the invoice documentation.
- e. Invoices shall be submitted, as provided for herein, with a purchase order number, Work Order Number and location(s) of the school(s) where work was performed clearly identified. Should an invoice not contain the required information as described below, it will be returned unpaid to the Contractor.

At a minimum, the invoice must contain the following information:

1. a complete description of what work was performed,
2. a clear summary with extensions of labor hours and costs,
3. a clear summary with extensions of materials used, and costs,
4. a total and
5. the following must be attached to the invoice:
  - a. Service Ticket signed on-site by Trumbull BOE representative showing hours on site (arrival and departure times).
  - b. all material delivery receipts delivery receipts.
  - c. the completed Work Order.

Invoices shall be sent to:

Mark Deming / Sean O'Keefe  
Trumbull Public Schools  
6254 Main Street  
Trumbull, CT, 06611  
Phone: 203-452-4306

Maria Pires Allen White  
PWD  
366 Church Hill Road  
Trumbull CT, 06611  
203-452-5071

## 12. WARRANTY

All workmanship and materials performed and installed pursuant to these specifications and the agreement shall have a full warrantee for a period of one (1) year from the date of approval of the Contractor's invoice for any project, task or assignment by the Director of Plant Operations.

## SECTION B ON-CALL SERVICES FOR ROOF SNOW REMOVAL-TRUMBULL PUBLIC SCHOOLS

### 1. GENERAL

- a. The Town of Trumbull & The Trumbull Public Schools is seeking formal Bids for regular and overtime hourly wage rates, unit pricing and a percent (%) markup over original material invoices from qualified contractors.
- b. The Contractor shall provide full Inspection and On-Call Services for Roof Snow Removal including all locations as set forth in Exhibit I attached hereto and made a part hereof.

### 2. SCOPE OF WORK

The work to be performed by the On-Call Service provider for the Roof Snow Removal (or other snow related emergencies) Contractor under these Specifications shall consist of furnishing all material, labor, supervision, tools, supplies and other expenses necessary to provide full On-Call Services per local and state code. On-Call Snow Removal Services of every description, including but not limited to inspections, snow removal services, supervision of all personnel assigned, verification that roofs have not been damaged during the removal process, etc. The Contractor is expected to provide the necessary certifications and reports as required by the Trumbull Public Schools.

- a. The priority of repairs for all noted deficiencies will be determined by the Director of Plant Operations for the Trumbull Board of Education.
- b. The security and protection of all materials, tools and equipment stored at any work location are the sole responsibility of the Contractor.
- c. The Intent of these General Conditions and Specifications are to ensure inspection and On-call Roof Snow Removal Services for the Trumbull Public Schools. Details of requirements and services not explicitly stated in these specifications but necessarily attendant thereto are deemed to be understood by the Contractor and included herein.
- d. Items on this list should be used as guidelines, but not considered all inclusive of requirements according to industry standards, which the Contractor is expected to follow.
- e. The Town of Trumbull/Board of Education's interpretation of the General Conditions and Specifications shall be final and binding upon the Contractor.

### 3. COMPETENCY AND QUALIFICATIONS OF CONTRACTOR

The importance of maintaining the roofs of the thirteen school and administrative buildings in a safe and satisfactory operating condition demands that the Contractor, in order to qualify in addition to the other requirements herein provided, shall prove to the satisfaction of the Town of Trumbull/Board of Education, the following:

- a. Each Bidder shall demonstrate a minimum of two (2) years experience in providing similar On-call Roof Snow Removal Services. Also, each Bidder shall have experience with the on-call snow removal services of at least one school system similar in size to the Trumbull Public Schools.
- b. Each Bidder must possess all tools, equipment and special devices to ensure complete service including all necessary safety equipment for working on the roofs (harnesses, etc.). In addition, each bidder must be able to provide the necessary staff needed to respond to snow emergencies when called. It is anticipated that anywhere from 30 to 200 staff might be needed during a defined emergency.
- c. Each Bidder must have the necessary supervision on each roof to prevent damage to the various membranes that cover the school and administration buildings. It is expected that some amount of snow would be left on each roof to cover the membranes so they are not damaged during the snow removal process. Damage to any roof would place the warranty in jeopardy.
- d. Each Bidder shall submit with the Bid, all documentation required to demonstrate minimum time requirements of operation, minimum number of projects to qualify including name, address and telephone number, availability of personnel and possession of all recommended tools and equipment.
- e. Each Bidder shall be capable of responding to on-call and emergency calls via telephone and/or via FAX within 4 hours (normal working hours) of receipt of the call from the following:

**The Town Buildings & Trumbull Public Schools Facilities Services Service Response Center, (24 hours/7 days a week).**

The successful bidder is expected to have a technician respond in person at the facility within four hours of a work order being issued when the work order is deemed by Town of Trumbull/Board of Education as urgent.

- f. All Contractor vehicles and/or technicians must have two-way electronic communications for the purposes of emergency dispatch and real-time status reporting.

#### **4. ASSIGNMENTS AND SUB-CONTRACTING**

The Contractor selected to do the work as set forth herein shall not assign nor subcontract all or any part of said work without prior written notice to the Town of Trumbull/Board of Education identifying its proposed subcontractor and the task that is to be assigned to such subcontractor.

#### **5. SCHOOL LOCATIONS**

Refer to Exhibit 1, attached hereto and made a part hereof that identifies the name, address and educational level of each school.

For town Buildings locations see attached sheet Exhibit 2

#### **6. HOURS OF WORK**

- a. All work, except that which is deemed disruptive to the normal operation of the school, shall be conducted during normal business hours and/or weekends as required and authorized. Alternate arrangements for disruptive work shall be scheduled through Both Director of Facilities or Director of Plant Operations or his/her designee.
- b. No work shall be performed unless such is authorized by the Town of Trumbull/Board of Education or its authorized representative. Further, notification must be given to the Director of Facilities or his/her designee before the close of the business day prior to the day work is to be scheduled.
- c. The Director of Facilities either for the Town or BOE must be informed on a daily basis as to all aspects of the status of work progress.

#### **7. EMERGENCY WORK**

- a. Although the intent is to schedule work during normal business hours, any condition deemed by the Trumbull Public School's Director of Plant Operations to be an emergency and/or urgent shall be responded to by the Contractor as follows:
- b. The Contractor shall be capable of responding to on-call and emergency calls via telephone and/or via FAX within ½ hour (normal working hours) and 1 hour (after hours, weekends, and holidays) of receipt of the call from the following: The Town of Trumbull /Trumbull Public Schools Facilities Services Service Response Center at The Town 203-673-5994 Allen White or BOE Mark Deming 203-.767-7245.

#### **8. EMERGENCY NOTIFICATION PROCEDURE**

The Contractor shall furnish emergency telephone numbers to The Town of Trumbull /Trumbull Public School's Service Response Center that will provide direct access to the Contractor's staff responsible for emergency dispatch of service technicians. The telephone numbers shall provide the Town of Trumbull/Board of Education and its representatives with 24 hours/7 days per week access to the Contractor. All costs associated with any emergency call shall be included in the base price hourly rates of the Contract.

#### **9. RECORD KEEPING AND INVOICING**

- a. The Town of Trumbull/Board of Education and its representatives require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task or assignment pursuant to this Contract. Hourly rates submitted during bid process should include amounts to cover all associated costs including but not limited to travel and fuel charges. Contractors will only be allowed to invoice for TIME SPENT ON SITE and so noted on a service ticket. All other charges will be eliminated from invoices received.
- b. The Town of Trumbull/Board of Education and its representatives require the Contractor to keep an accurate listing of supplies and materials used in the performance of any project, task or assignment pursuant to this Contract.
- c. A Work Order (established by the Director of Facilities for The Town of Trumbull/Board of Education) issued to the Contractor for a project, task or assignment will be noted as "complete" along with the date of such completion and it will be returned to Maintenance Services as part of the invoice documentation.
- d. Invoices shall be submitted, as provided for herein, with the Purchase Order Number or Contract Number, Work Order Number, date of service, and location(s) of the school(s) where work was performed clearly identified. The Contractor should be able to provide quarterly reports on invoices processed.

- e. Upon arriving at any school or facility said contractor will record arrival and departure time on a service ticket. Both arrival and departure times will be verified and signed for by an authorized representative of said school or facility. This service ticket will be attached to the invoice as set forth below.
- At a minimum, the invoice must contain the following information:
1. a complete description of the work or service that was performed,
  2. a clear summary with extensions of labor hours and costs,
  3. a clear summary with extensions of materials used, and costs,
  4. a total, and
  5. the following must be attached to the invoice:
    - a. Service Ticket signed on-site by Town of Trumbull /Trumbull BOE representative showing hours on site (with arrival and departure times).
    - b. all material delivery receipts.
    - c. the completed Work Order.

If the above required information and back-up documentation does not accompany an invoice, the invoice will not be reviewed nor processed for payment until such information and back-up documentation is furnished by the Contractor.

#### **10. WARRANTY**

All workmanship and materials performed and installed pursuant to these specifications and the contract shall be fully warranted for a period of one (1) year from the date of approval of the Contractor's invoice for any project, task or assignment by the either Director of Facilities.

#### **11. PRIMARY CONTACT:**

The primary contact individual that represents the Town of Trumbull/Board of Education relating to all requirements of this Contract is:

Mr. Mark Deming  
Director of Facilities  
Trumbull Public Schools  
Trumbull, CT 06611  
Phone: 203-767-7245

Mr. Allen White  
Director of Facilities  
Town of Trumbull  
Trumbull CT, 06611  
Phone: 203-.673-5994

- a. In the event that Mr. Deming is not available, contact Mr. Sean O'Keefe, Business Manager at 203-452-4332, who is authorized to initiate a service call. For the Town Side in event of Mr. Allen White is not available ,contact John Marsilio 203-452-5045
- b. In all cases, whether initial contact is made by the individuals referenced above, a confirming Work Order will be faxed or electronically sent to the Contractor's office after such Work Order is generated. In some situations, in lieu of a telephone call to the Contractor, only a Faxed or emailed Worked Order will be issued to the Contractor.
- c. Should a project, task or assignment be performed by the Contractor that is not initiated by one of the individuals listed above, the Contractor's invoice will not, under any circumstances (except for a bona fide emergency), be approved for payment.
- d. Should the Contractor receive a call from any individual other than the individuals listed above, the Contractor shall instruct the caller to contact the Service Response Center at (203)-452-4306 for BOE or 203-452-5071 Town side to provide details of the repair or service need.

#### **12. CONTRACT TERMS**

- a. The term of the contract shall be for a period of one year and half years the 1<sup>st</sup> year , with an option to renew for two additional one year terms at the same terms and conditions at the sole discretion of the Town of Trumbull/Board of Education Department of Education.
- b. Markup for all materials furnished during the period of the contract is established by the Town of Trumbull/Board of Education Board of Education not to exceed ten percent (10%) above the documented direct cost of such materials.

#### **13. METHOD OF SELECTION**

The Town reserves the right to award portions of this contract to multiple bidders.

**ATTACHMENTS TO THE SPECIFICATIONS**

Exhibit 1: Titled "Trumbull Public Schools Addresses and Educational Levels"

Exhibit 2: Titled "Town of Trumbull Various buildings addresses"

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DUE: NOVEMBER 24, 2015 AT 2:00 PM

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:

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

***CLIENT 4:***

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

***CLIENT 5:***

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**TOWN OF TRUMBULL  
 REQUEST FOR PROPOSAL  
 ON CALL SERVICES FOR ROOF SNOW REMOVAL – THE TOWN OF TRUMBULL & TRUMBULL PUBLIC  
 SCHOOLS  
 FOR THE PERIOD DECEMBER 1, 2015 THROUGH JUNE 30, 2017**

RFP: # 6152

DUE: NOVEMBER 24, 2015 AT 2:00 PM

**PROPOSAL FORM**

The undersigned, in compliance with this request 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)

		Proposed year 1	Option Year 2 & 3
<b>Hourly Rate</b>	Foreman/Supervisor	\$ /Hr	\$ /Hr
	General Worker	\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
<b>Overtime Hourly Rate</b>	Foreman/Supervisor	\$ /Hr	\$ /Hr
	General Worker	\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
		\$ /Hr	\$ /Hr
<b>Vehicle Charge</b>	2500 p/up w/plow	@ \$ /hr or trip	@ \$ /hr or trip
		@ \$ /hr or trip	@ \$ /hr or trip
<b>Equipment Charge</b>	Bobcat	@ \$ /hr	@ \$ /hr
	Pay loader/Backhoe	@ \$ /hr	@ \$ /hr
		@ \$ /hr	@ \$ /hr
		@ \$ /hr	@ \$ /hr
<b>Materials Markup</b>		@ %	@ %

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 By (Signature)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Print Name (A Duly Authorized Representative)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telephone/Fax

\_\_\_\_\_  
 email

\_\_\_\_\_  
 Emergency Contact Number

TOWN OF TRUMBULL  
REQUEST FOR PROPOSAL  
ON CALL SERVICES FOR ROOF SNOW REMOVAL – THE TOWN OF TRUMBULL & TRUMBULL PUBLIC  
SCHOOLS  
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Exhibit 1  
Trumbull Public Schools Addresses and Educational Levels

## Trumbull Public Schools Building Contact Information

Booth Hill School  
545 Booth Hill Road  
Trumbull, CT 06611  
Head Custodian: John Joaquim

Madison Middle School  
4630 Madison Avenue  
Trumbull, CT 06611  
Head Custodian: Craig Schneider

Daniels Farm School  
710 Daniels Farm Road  
Trumbull, CT 06611  
Head Custodian: Edwin Martinez

Middlebrook School  
220 Middlebrook Avenue  
Trumbull, CT 06611  
Head Custodian: Mike Murzin

Frenchtown School  
30 Frenchtown Road  
Trumbull, CT 06611  
Head Custodian: Dom Murolo

Trumbull Early Childhood Education Center  
(T.E.C.E.C.)  
240 Middlebrook Avenue  
Trumbull, CT 06611  
Head Custodian: Ed Lukaszewski

Jane Ryan School  
190 Park Lane  
Trumbull, CT 06611  
Head Custodian: Dan Pereiro

Tashua School  
401 Stonehouse Road  
Trumbull, CT 06611  
Head Custodian: Mark Balog

Hillcrest Middle School  
530 Daniel Farm Road  
Trumbull, CT 06611  
Head Custodian: Andy Robinson

Trumbull Regional Agriscience  
Center  
536 Daniel Farm Road  
Trumbull, CT 06611  
Head Custodian: Frank Gallo

Long Hill Administration Building  
6254 Main Street  
Trumbull, CT 06611  
Head Custodian: John Slezak

Trumbull High School  
72 Strobel Road  
Trumbull, CT 06611  
Head Custodian: Craig Shairer

## Exhibit 2 Town of Trumbull Various buildings addresses

Trumbull EMS  
250 Middlebrooks Av  
Trumbull, CT 06611

Trumbull Highway Department  
PWD  
366 Church Hill Road  
Trumbull, CT 06611

Trumbull Library  
33 Quality Street  
Trumbull, CT 06611

Trumbull Health Department  
335 White Plains Road  
Trumbull, CT 06611

Tellalian Building / Rec  
Department  
5892 Main street  
Trumbull, CT 06611

Trumbull Town Hall  
5866 Main Street  
Trumbull, CT 06611

Trumbull Police  
Department  
158 Edison Road  
Trumbull, CT 06611

Trumbull Senior Center  
23 Priscilla place  
Trumbull, CT 06611

Trumbull Counseling Center  
  
121 Old Mine road  
Trumbull, CT 06611

Trumbull Teen Center  
Indian Ledge park  
Whitney Ave  
Trumbull, CT 06611

Trumbull Animal Control  
324 Church Hill Road  
Trumbull CT 06611