

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION (RFQ)
BOARD OF EDUCATION
INSTALLATION OF A NEW PA SYSTEM IN THE CAFETERIA OF THE TRUMBULL HIGH SCHOOL

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6154

DUE: NOVEMBER 30, 2015 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from a qualified company (herein after referred to as vendor, firm or bidder) to furnish The installation of a new PA system in the cafeteria of the Trumbull High School, the system installed must work in conjunction with and/or independently of the schools main public address system. as detailed herein and in accordance with the enclosed Terms and conditions, specifications, and requirements.

A Pre bid Site visit prior to submitting a bid are encouraged by Contacting Mark Deming, 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.

1. **PREPARATION OF PROPOSALS**

Bids shall be submitted by using the 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.

2. **BID SUBMISSION**

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

Bid 6154 NEW PA SYSTEM Due: NOVEMBER 30, 2015
Purchasing Agent
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. **BID TIME**

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. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

4. **TOWN OPTIONS**

- a) The Town 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.

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**

All inquiries regarding this request shall be answered up to the close of business on November 25, 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.

All other questions shall be directed to KEVIN BOVA 203.452.5042 Kbova@trumbull-ct.gov

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.

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. **PRICING**

All prices quoted are to be firm for a period of one (1) year 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. The BOE is looking for:

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 all install, materials & Labor.
5. Time is essence and will be part of the award For Trumbull High School Project.

9. **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 a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

The Bidder further 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 Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his 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 in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. **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.

13. **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 203.452.5031 for inquiries regarding addenda.

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. **REFERENCES**

All responders to this request shall submit with their proposal (See Attached Form) at least five (5) references for products supplied similar to those required herein. (List primary contact names, addresses and phone numbers, etc.). It is the intention of the Town to contact all references listed.

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BID NUMBER 6154

DUE: NOVEMBER 30, 2015 2:00PM

REQUIREMENTS AND SPECIFICATIONS

Cafeteria Sound System Installation

BASIC EQUIPMENT TO INCLUDE THE FOLLOWING:

- Two (2) SHURE PG59XLR Microphones with 50' Cables or equal
- Two (2) SHURE SLX24/SM58 Wireless Handheld Microphone Systems or equal
- One (1) SHURE UA844 Antenna Distribution System or equal
- One (1) SHURE DFR22 Feedback Controller or equal
- Twenty-four (24) JBL 26CT Ceiling Speaker Assemblies or equal
- One (1) LOWELL Power Control Panel or equal
- One (1) LOWELL Wall Mount Equipment Cabinet, with Door or equal
- One (1) CROWN CDi2000 Power Amplifier or equal
- One (1) RANE Mixer or equal
- One (1) TASCAM CD/iPod or equal
- Two (2) ONSTAGE Floor Mic Stands or equal
- Two (2) PROCO Remote Microphone Inputs, Hardwired or equal
- Installation materials (wire, conduit, mounting hardware, etc.)

2. EXPERIENCE:

Bidder must show history of experience working with similar products and services specified in this bid by providing documentation of similar services the bidder has provided for three (3) other references. (See attached form).

3. DETAILS:

All hardware, software (if applicable), and labor must be itemized.

4. DETAILS:

Site visits prior to submitting a bid are encouraged. 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

5. DELIVERY:

Bidder shall commit to a full completed date of install and this will be a consideration in awarding the bid.

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PROPOSAL

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: _____

Delivery is (guaranteed) _____ days after receipt of order (ARO)

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

Installation and configuration shall be defined and included in proposed pricing (below).

Qty	Component	Unit Price	Total
• Two (2)	- Two (2) SHURE PG59XLR Microphones with 50' Cables or equal		-
- Two (2)	- Two (2) SHURE SLX24/SM58 Wireless Handheld Microphone Systems or equal	-	-
- One (1)	- One (1) SHURE UA844 Antenna Distribution System or equal	-	-

- One (1)	- One (1) SHURE DFR22 Feedback Controller or equal	-	-
- Twenty-four (24)	- Twenty-four (24) JBL 26CT Ceiling Speaker Assemblies or equal	-	-
- One (1)	- One (1) LOWELL Power Control Panel or equal		
- One (1)	- One (1) LOWELL Wall Mount Equipment Cabinet, with Door or equal	-	-
- One (1)	- CROWN CDi2000 Power Amplifier or equal	-	-
- One (1)	- RANE Mixer or equal	-	-
- One (1)	- TASCAM CD/iPod or equal	-	-
- Two (2)	- ONSTAGE Floor Mic Stands or equal	-	-
- Two (2)	- PROCO Remote Microphone Inputs, Hardwired or equal	-	-
	- Installation materials (wire, conduit, mounting hardware, etc.) -	-	-

PROPOSAL (continued)

Total proposed including installation, **materials and labor (wire conduit, mounting hardware, etc.)**
for Trumbull High school
PLEASE Enter the Total from above in total Package

Total Proposed \$ _____

Total Proposed: _____
(Written)

Company Name

By (Signature)

Address

Print Name

Company Name

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): _____