

TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
DESIGN BUILD PACKAGE TO COMPLETE A GREENHOUSE  
MASONRY WALL AT THE AGRISICENCE CENTER

BID 6175 DUE: MARCH 31, 2016 @ 3:00PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified firms (hereinafter referred to as vendor, contractor, bidder) for Board of Education with a design build package to complete the greenhouse masonry wall repair work at the Agrisicence & Biotechnology Center in accordance with the attached specifications and scope of work.

All work by the Contractors(s) are to be certified and designed shall meet all applicable code requirements & adhere to the current state of Connecticut building code requirements all shall be included.

**A Pre bid Site visit is Mandatory prior to submitting a BID by Contacting Mark Deming, Mark Deming 203-452-4306, or (Demingm@trumbullps.org The Project is located in front of Trumbull High school @ 536 Daniels Farm Rd, Trumbull, CT 06611**

1. PREPARATION OF BIDS

- a. 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.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. BID SUBMISSION

- a. Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:  
Purchasing Agent – KEVIN BOVA  
DESIGN BUILD PACKAGE TO COMPLETE A GREENHOUSE  
MASONRY WALL  
Bid 6175 – Due: 03/31/2016  
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. This RFP is NOT a contract offer or a contract.
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to the bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. 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 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, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c. The Town of Trumbull-Board of Education 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 close of business March 22, 2016 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) Facilities Department, Mark Deming Phone 203-452-4306, or (Demingm@trumbullps.org) Facilities Director for BOE. All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) [kbova@trumbull-ct.org](mailto:kbova@trumbull-ct.org)
- 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.

**It is required that bidders visit the location described in the specifications. Measurements and verification are the responsibility of the Bidder. Contact the Facilities Department to arrange a time to visit the site (203-452-4306). The Project is located in front of Trumbull High school @ 536 Daniels Farm Rd, Trumbull, CT 06611**

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing along with a Standard Contract agreement. Then Town purchasing Agent will issue a Purchase order.

8. **PRICING**

- a. Bidders are requested to quote as a complete Design build package to complete the Greenhouse Masonry wall repair at the Agrisicence Center.
- b. All prices quoted are to be firm for a period of at least 120 days following bid opening.
- c. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- d. Special consideration may be granted to bidders with expedited installation dates.

9. **PROPOSAL, BID BOND SECURITY**

A Bid Bond payable to the Owner must accompany each Proposal for Twenty percent (20%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Owner will return the bonds of all except the three lowest responsible Proposals. When the Agreement is executed, the bonds of the two remaining unsuccessful Proposers will be returned. The Bid Bond of the successful Proposer will be retained until the Project is completed and signed off by the Town, after which it will be returned. A certified check may be used in lieu of a Bid Bond. The bid security may be held by the Town as security for fulfillment of the Bidder's 'agreement' as hereinabove set forth and as in the Bid proposal sheet. Should the bidder fail to fulfill such agreements, the Bid Bond shall become payable to town, as liquidated damages, otherwise the Bid shall become null and void.

Small business may elect to obtain an irrevocable letter of credit or cashier's check in lieu of the Bid Bond. Such surety must also be in an amount equal to at least twenty percent (20%) of the total estimated bid.

NOTE: Failure to provide a Bid Bond or equivalent security is not cause for a waiver defect. Any bid not Accompanied by such security will be excluded from consideration.

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. Affirmative action /equal opportunity employer. Minority / women owned business enterprise are encouraged to apply

No contract may be assigned or transferred without the consent of the Purchasing Authority.

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. Additional regulations and/or standards as listed in the specifications shall apply.

13. **WARRANTIES**

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

14. **DELIVERY**

- a. Installation & schedule shall be scheduled with the BOE Facilities Department.
- b. Special consideration may be given to bidders that can expedite installation.

c. ALL INVOICES TO BE SENT TO BOE LONG HILL ADMIN BUILDING  
6254 MAIN STREET TRUMBULL CT 06611

**15. 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.

**16. 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:

- 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	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees those 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 Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the Town Purchasing department & BOE Facilities Department Office.

17. **SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town & THE BOE 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.
- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) 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 or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

18. **Site Visitation and Inspection of Existing Conditions**

All bidders must visit the sites and inspect the existing conditions.

Additional site visits may be arranged by calling the BOE Facilities Department office at 203-452-4306 but there is no guarantee that a visit can be arranged outside the scheduled visit. **The Project is located in front of Trumbull High school @ 536 Daniels Farm Rd, Trumbull, CT 06611**

19. **Addendums**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this bid have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov).

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BID 6175

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**PART I GENERAL CONDITIONS & SCOPE OF WORK**

1. The intent of this RFP is to provide the Town of Trumbull Board of Education with a design build package to complete the greenhouse masonry wall repair work at the Agrisicence & Biotechnology Center. All work shall meet all applicable code requirements by authorities having jurisdiction. Contractors will adhere to all current, state of Connecticut building code requirements. In connection with the execution of the bid, subsequent purchase orders and/or contracts, the Contractor shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, or natural origin.

All Change order(s) – payments and schedule got through Mark Deming director of Facilities BOE.

The contractor will be responsible for securing all necessary permits, state and local, as required by the Town of Trumbull.

**Scope**

- Replace the stone façade “river rock” installed on foundation.
- Contractors shall provide references for similar work.
- Successful bidder shall demonstrate in writing method of tying new façade to the existing foundation and the method in which water shedding and weeping will be accomplished
- Successful contractor shall provide drawings and as-built drawings depicting the approved method for tying concrete façade to the existing foundation wall
- Qualified bidders shall address and correct the issues with original installation and insure repairs meet and/or exceed current codes.
- Offsite disposal, maintain a safe and clean work area.
- Inspect, clean, remove and repoint grout joints where needed on greenhouse wall.

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REFERENCES

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

List references for similar services provided for at least four (4) 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): \_\_\_\_\_

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**Bid Form / PROPOSAL FORM**

**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 # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**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.

The quality of workmanship is guaranteed for a period of \_\_\_\_\_ year(s) from acceptance.

This Quotation / Proposal is to remain firm for 120 DAYS

TOTAL PROPOSED FOR DESIGN BUILD PACKAGE TO COMPLETE THE GREENHOUSE MASONRY WALL REPAIR WORK AT THE AGRISICENCE & BIOTECHNOLOGY CENTER.

**TOTAL proposed (turnkey):** \$ \_\_\_\_\_

\$ \_\_\_\_\_ Dollars

**Written figure**

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Bidder Information

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

\_\_\_\_\_  
by (Signature)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Town -City -Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell Phone/ Alt.Contact Number

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THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.

PROPOSED SUBCONTRACTORS

If none, write "None" \_\_\_\_\_.

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Proposer \_\_\_\_\_  
(Fill in Name)

By \_\_\_\_\_  
(Signature and Title)

**END OF BID**