

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HILLCREST MIDDLE SCHOOL ROOF

BID 6188 DUE: June 9 @ 2:00PM

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,) Replacement of existing Roof at Hillcrest Middle school with new EPDM roof to accept a PV Array and provide 30 year warranty in accordance with the attached specifications and scope of work.

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

NOTE: A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting, Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. The Project is located @ Hillcrest Middle School @ 530 Daniels Farm Road, 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 a sealed envelope clearly marked and addressed as follows:
Purchasing Agent – KEVIN BOVA
Bid 6188 – Due: 06/09/2016
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.
- 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- 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 June 2, 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) Director of Facilities, Trumbull Board of Education** mdeming@trumbullps.org . All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) 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.

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.

The Award will be based on Best Quality & value with the base bid(s) and with or without Alternates that meet the specifications and scope of work.

The award shall be made after careful consideration of all factors including but not limited to price.

8. **PRICING**

- a. Bidders are requested to quote as a complete reconstruction of six 78 foot tennis courts at Trumbull High School All prices quoted are to be firm for a period of at least 120 days following bid opening.
- b. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- c. Special consideration may be granted to bidders with expedited installation dates.

9. **PROPOSAL, BID BOND, PERFORMANCE AND PAYMENT BONDS**

1. A Bid Bond payable to the Town must accompany each Proposal for ten (10%) percent of the total amount of the Proposal. As soon as the Proposal prices have been compared, the Town will return the bonds to all except lowest qualified responsible Proposal. The Bid Bond of the successful Bidder will be retained until the Payment Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.

2. The party to whom the contract is awarded will be required to execute the Agreement and obtain the Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Proposer. The Notice of Award shall be accompanied by the necessary Agreement and Bond forms. In case of failure of the Proposer to execute the Agreement, the Town may, at his option, consider the Proposer in default, in which case the Bid Bond accompanying the proposal shall become the property of the Town.
3. The Town, upon receipt of acceptable Payment Bond and Agreement signed by the Contractor, shall sign the Agreement and return to the Contractor an executed duplicate of the Agreement within a reasonable period of time. The returned executed Agreement by the Town to the Contractor shall be accompanied with a Notice to Proceed.

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 services to be provided bidder, vendor, or contractor for work to be performed, or goods and/or, 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**

PREVAILING WAGES WILL BE NEEDED AND ARE ATTACHED & AVAILABLE ON THE TOWN HALL WEBSITE
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. Applicable laws and regulations relating to **State of Connecticut Prevailing Wages MAY apply**. If the total amount of The project, including any current or future change orders, exceeds \$100,000.00 all work is to be done in Accordance with the Davis-Bacon Act as amended; that is conditions of Prevailing Wage shall apply. All Current Davis Bacon wage information may be accessed online at no cost at www.ctdol.state.ct.us (The Town will apply the most current wage decision applicable at the time of contract award.) Employment Practices, nondiscrimination, safety and health regulations shall be adhered to by the contractor. The contractor shall be Responsible for "Certified Statements of Compliance" regarding Prevailing Wages. Contractor shall also collect and Submit four (4) Certified "Statements of Compliance" from any sub-contractors.

13. **WARRANTIES**

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

14. DELIVERY

- a. Installation & schedule shall be scheduled with the Facilities Director BOE Mark Deming.
- b. **Special consideration may be given to bidders that can expedite installation.**
- c. **ALL INVOICES TO BE SENT TO BOE ATT: Mark Deming
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. STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References Form. The Town may make such investigations as necessary and it deems appropriate to Determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is Properly qualified, The Town along with the BOE reserves the right to reject the proposal of said Proposer.

17. 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

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$2,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$2,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$2,000,000
Property Damage		\$1,000,000	\$2,000,000

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.

18. **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 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.

19. **LOWEST RESPONSIBLE PROPOSAL**

- a) The Town along with the BOE 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, scope of work and drawings if apical.
- b) 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.
- c) If the Lowest Total Proposal exceeds the amount of funds available for the project, The Town along with the BOE Department 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.
- d) 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 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.
- e) The award shall be made after careful consideration of all factors including **but not limited to price.**

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

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

A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting, Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. The Project is located @ Hillcrest Middle School @ 530 Daniels Farm Road, Trumbull, CT 06611

21. **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 .

STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References Form. The Town and BOE Department may make such investigations as necessary and it deems appropriate to Determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer Is properly qualified, the Town along with the BOE Department reserves the right to reject the proposal of said Proposer.

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HILLCREST MIDDLE SCHOOL ROOF

BID 6188 DUE: June 9 @ 2:00PM

GENERAL CONDITIONS & SCOPE OF WORK

Scope of Work and Specifications

Hillcrest Roof Replacement

530 Daniels Farm Rd

Trumbull Ct 06611

Project Description: Design, removal, and installation of a new EPDM roof at the Hillcrest Middle School, designed and installed in order to accept a PV array and provide a thirty year warranty upon completion.

1. Pre-approved manufacturers are as follows: Firestone, Carlisle, and Johns Manville. Other manufacturers that wish to be considered should provide their systems to the facilities department for review as part of the bidding process.
2. Pre-approved manufacturers' representatives shall provide certification as to the contractor's qualifications to install their proposed system.
3. Manufacturers will be responsible to provide design layout, and specifications to the bidding contractor in order to achieve the system requirements.
4. Upon completion and throughout demolition and installation the manufacture shall insure all work is being accomplished to their specifications in order to insure the desired 30 year warrantee.
5. Design and installation shall be accomplished in a manner which is consistent with installation of a large Photo-Voltaic Array intended to reside on said roof for 20+ years with warranty remaining intact.
6. All designs are to incorporate tapered roofing as needed to reduce if not eliminate ponding.
7. Design to meet Energy code and flashing heights that may be required by the manufacturer.
8. Any additional drainage or drainage improvements shall be identified in design and costs carried in base bid.
9. All costs for the removal, disposal, and installation, to include material, labor, equipment and insurance shall be part of the base bid.
10. The town of Trumbull and Trumbull Public Schools is not eligible for state reimbursement on this project and therefore specifications are entirely controlled by the manufacturer to insure the desired warranty and use of roof as a host for PV array.

The following will be provided to all bidders as part of the bid request:

1. Scanned drawings of the previous roof installed. **BID 6188 – Hillcrest roof Drawings**
2. Results from Environmental coring and testing already accomplished. **Bid 6188- roof testing & Bid 6188 inspection Hillcrest**
3. Provide proposed PV layout as engineered by the town's solar developer. **Bid 6188 proposed layout**
4. **Bid 6188 – Prevailing wages**

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HILLCREST MIDDLE SCHOOL ROOF

BID 6188 DUE: June 9 @ 2:00PM

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): _____

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HILLCREST MIDDLE SCHOOL ROOF

BID 6188 DUE: June 9 @ 2:00PM

STATEMENT OF QUALIFICATIONS

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____ Fax: _____ Cell: _____

Schedule A: Prior Similar Projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

Schedule B: Current Similar Projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HILLCREST MIDDLE SCHOOL ROOF

BID 6188 DUE: June 9 @ 2:00PM

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.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions.

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

This Quotation / Proposal is to remain firm for 120 DAY

By submission of this Proposal, each Proposer certifies, that this Proposal has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

Proposer hereby agrees to commence work under this contract on or before a date to be specified in the "Notice of Award & to Proceed", and to fully complete the Project within SIXTY (60) consecutive calendar days thereafter.

Proposer understands that the Owner (the Town and or the board of Education) reserves the right to reject any or all proposals and to waive any informality in the bidding.

Upon receipt of written notice of the acceptance of this proposal, proposer shall execute the formal contract attached within five (5) days and deliver a Surety Bond or Bonds as required in the General Conditions. The Bid Security attached in the sum of _____ Dollars (\$ _____) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

BID FORM SIGNATURE (S)

The Corporate Seal

(Bidder - print the full name of Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

(Authorized signing officer)

(Title)

(Seal)

(Authorized signing officer)

(Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
REPLACEMENT OF HILLCREST MIDDLE SCHOOL ROOF

BID 6188 DUE: June 9 @ 2:00PM

PROPOSAL FORM continued

Total cost for Replacement of Hill Crest Roof per specifications and scope of work.

FIGURES \$ _____

\$ _____ **Dollars**

Written in Words

Company Name

by (Signature)

Address

Print Name (Duly Authorized Representative)

Town -City -Zip

Title

Date

Telephone/Fax

Email

Cell Phone/ Alt.Contact Number

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
TRUMBULL HIGH SCHOOL TENNIS COURTS

BID 6187 DUE: May 26, 2016 @ 2:00PM

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, please see all other Documents that are BID 6188