

TOWN OF TRUMBULL
PUBLIC WORKS DEPARTMENT
INVITATION TO BID
GUARD RAIL INSTALLATION

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6190

DUE: JUNE 7, 2016 2:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **Guard Rail Installation at Indian Ledge park** in accordance with the specifications and requirements contained in this request.

1. **PREPARATION OF PROPOSALS**

- a. Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and two (1) EXACT COPIES. 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 (deliverables) of this request should a purchase order be awarded
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to 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.

2. **BID SUBMISSION**

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

Bid: 6190 Due: JUNE 7, 2016 @ 2:00PM

KEVIN BOVA

Purchasing Agent

Town of Trumbull

5866 Main Street

Trumbull, CT 06611

Please be advised that the person(s) 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**

- 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. Any bids submitted or received after the advertised hour shall not be accepted, opened or read.
- 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 and all bids and does not bind itself to accept the lowest bid or any proposal for this work or any part thereof, and shall have the right to ask for new bids for the whole or parts, should it desire to do so.
- 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 may be directed to **Dmitri Paris (203-452-5075)** or dparis@trumbull-ct.gov and shall be answered up to the close of business on **June 1, 2016** after which time no additional questions will be accepted. To ensure consistent interpretation of inquires, 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.
 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.

7. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing along with town Standard contract. Also a purchase order will be given to the selected contractor.
 The award shall be made after careful consideration of all factors including but not limited to price.
 Special consideration may be granted to bidders with expedited installation dates

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting the selected 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.

9. HOLD HARMLESS CLAUSE

The Contractor 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.

10. 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. The Contractor shall comply with all of the Connecticut General Statutes and comply with the EEO requirements.

11. 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 | \$1,000,000 |
| Property Damage Liability | | \$1,000,000 | \$1,000,000 |
| Personal Injury Liability | | \$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 |

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 Owner's Purchasing Department.

12. **ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department's section. Bidders may also call the Purchasing Department directly 203.452.5042 for inquiries regarding addenda.

13. **PRICING AND TERM**

All prices quoted are to be firm for a period of **120 days** following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

14. **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.

15. **DELIVERY**

- a. Installation & schedule shall be scheduled with the Park supervisor Director Dmitri Paris.
- b. **Special consideration may be given to bidders that can expedite installation.**
- c. **ALL INVOICES TO BE SENT TO ATT: Dmitri Paris**
PWD – Park department
366 Churchill Road TRUMBULL CT 06611

TOWN OF TRUMBULL
PUBLIC WORKS DEPARTMENT
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BID NUMBER 6190 DUE: JUNE 7, 2016 2:00 PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

To complete a guard rail installation @ Indian ledge park facility located off Whitney Avenue on Indian Ledge Park Rd, TRUMBULL, CT 06611.

Install 800 L.F. of #12ga. galvanized steel guard rail (with rails supplied by Trumbull) on new 4x6 posts spaced 12 ft. on centers and supply bolts and nuts for same.

The posts being supplied by the contractor (the bidder) must be galvanized along with the nuts and bolts. The Town PWD department will supply the 800 l.f. of 12ga galvanized guard Rail. To get the location please contract Dmitri Paris and he will show you the site that it needs to be installed at. It is encouraged that you visit the site by calling Dmitri Paris @ 203-650-6084 or dparis@trumbull-ct.gov.

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PROPOSAL FORM

Having received the specifications prepared by the Town the undersigned hereby submits the following Lump Sum Price to perform the work outlined for the subject project, and attests that this bid meets all the specifications and conditions stated in this Request for Proposal as follows: The undersigned hereby submits proposal(s) 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. It is understood that the Town reserves the right to reject any or all proposals

Total Proposed to install 800 L.F. of #12ga. galvanized steel guard rail (with rails supplied by Trumbull) on new 4x6 posts spaced 12 ft. on centers and supply bolts and nuts for same.

\$ _____

\$ _____ Dollars

Written figure

The above price is firm for _____ months.

Work to commence after Letter of Award _____ Days

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 # _____, _____, _____, _____, _____

Company Name

by (Signature)

Address

Print Name

Town/State/Zip

Title

Date

Telephone/Fax

Email

Emergency Phone

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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): _____