

TOWN OF TRUMBULL, CONNECTICUT
PWD- TOWN HALL
REQUEST FOR PROPOSAL
SECURITY UPGRADES FOR TAX COLLECTOR'S OFFICE

BID 6194

DUE: JULY 26, 2016

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, and bidder) for **Security Upgrades at Trumbull Town Hall Tax Collector's Office** in accordance with the attached specifications and scope of work.

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- Bid – Due: 07/26/2016
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-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 JULY 20, 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 Salamone & Associates (203) 281-6895 x3035 or **Allen White Facilities Director** Awhite@trumbul-ct.gov (203-673-5994). 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.
- d. **It is required that bidders visit the location described in the specifications. Measurements and verification of field conditions are the responsibility of the Bidder.** Contact the Facilities Director Allen White to arrange a time to visit the site (203-673-5994).

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 "Turn Key" installation.
- 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 for complete installation date.

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

10. **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.

11. **WORK REGULATIONS AND STANDARDS**

IF lowest qualified bid is over 100K, PREVAILING WAGES will need to be followed.

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**, 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 IF Prevailing Wages are required. There will be **no** Prevailing wages if the total Job is under 100,000.00. 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 Contractor shall also collect and submit four (4) Certified "Statements of Compliance" from any sub-contractors.

12. WARRANTIES

A copy of all applicable warranties must be submitted in full detail. A 1-year workmanship warranty and the full manufacturer's warranty, of not less than 1-year, must be provided for all new equipment.

13. DELIVERY

- a. Installation shall be scheduled with the Salamone & associates and Allen White from the town Facilities Department.
- b. **Special consideration may be given to bidders that can expedite installation.**

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. 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	\$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 BOE Facilities Department Office.

16. 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.

17. Site Visitation and Inspection of Existing Conditions

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

Site visits may be arranged by calling Allen White Facilities Director office at 203-452-5070 or 203-673-5994 but there is no guarantee that a visit can be arranged outside the PWD hours 7am to 3:30 pm.

18. 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 .

19. REFERENCES

Bidders must provide similar services or related projects provided for at least four (4) clients in the past Ten (10) years as the general contractor.

20. Bid Form and Pricing

Contractor must fill out the accompanying Bid Form. Alternate pricing may be provided on a second copy of the bid form with details and/or explanations of the alternate bid included on the form and/or in a letter that does not exceed two (2) pages in length.

21. PROPOSAL, BID BONDS PERFORMANCE, AND PAYMENT BONDS

- a) A Bid Bond payable to the Owner 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 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 Payment Bond and Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond. No Payment bond or Performance bond will be required if the total proposal turnkey in under 100k.
- b) A Performance Bond and a Payment Bond, each in the amount of 100 percent (100% only if the total proposal is over 100k or more) of the Contract Price, with a corporate surety approved by the Owner, will be required for the faithful

performance of the contract. Attorneys-in-fact who sign the Bid Bonds or Payment Bonds and Performance Bonds must file with each bond, a certified and effective dated copy of their power of attorney.

- c) The party to whom the contract is awarded will be required to execute the Agreement and obtain the Performance Bond and Payment Bond within ten (10) calendar days from the date when Notice of Award is delivered to the Proposer... In case of failure of the Proposer to execute the Agreement, the Owner may, at his option, consider the Proposer in default, in which case the Bid Bond accompanying the proposal shall become the property of the Owner.
- d) The Owner, upon receipt of acceptable Performance Bond, 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 Owner to the Contractor shall be accompanied with a Notice to Proceed.

LIQUIDATED DAMAGES:

- a) Non-compliance with the scheduled completion date of the Contract shall result in engineering charges as follows:
- b) The Contractor shall pay liquidated damages of **\$250.00** per working day for each day after the agreed Contract completion date up to, and including, the actual date of completion.
 - c) Proposer hereby agrees to commence work under this contract on or before a date to be specified in the "Notice to Proceed", and to fully complete the Project within one hundred and ninety **(90)** consecutive calendar days thereafter.

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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 Ten (10) 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

Bidder Information

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.

Proposer acknowledges receipt of the following Addendum:

Proposer further agrees to pay a liquidated damages, the sum of (\$250.00) two hundred and fifty dollars for each consecutive calendar day thereafter till completion of the full contract is provided in the General Conditions. Proposer further agrees that he will provide and sustain the required Bonds and Insurance Policies as required. Performance and Payment Bonds only required if the contractors total Bid is 100,000 or more. A 10 % Bid bond is required no matter what the proposal total is. Proposer hereby agrees to commence work under this contract on or before a date to be specified in the "Notice to Proceed", and to fully complete the Project within one hundred and **twenty (120)** consecutive calendar days thereafter.

Lead time required to Start Project: _____ (Days)

Estimated time to complete project: _____

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 COMPLETE PACKAGE TO COMPLETE SECURITY UPGRADES AT TRUMBULL TOWN HALL TAX COLLECTOR'S OFFICE

TOTAL proposed (turnkey): \$ _____

\$ _____ Dollars

Written figure

proposal of _____ (hereinafter called "Proposer, Bidder"), organized and existing under the laws of the State of Connecticut, doing business as to the Engineering Department, Town of Trumbull, Connecticut (hereinafter called the "Owner").

In compliance with your Advertisement for Proposals, Proposer hereby proposes for the **Complete Security upgrades for the Trumbull Tax Collector project**, in the Town of Trumbull, Connecticut together with all related incidental and appurtenant work as described in the specifications or outlined and/or shown on the exhibits. The work is to be done in strict accordance with the Specifications, Drawings and all Contract Documents, within the time set forth therein, and at the prices stated on the Proposal Schedule.

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 further agrees that they will provide and sustain the required Bonds and Insurance Policies as required.

Proposer understands that the Owner reserves the right to reject any or all proposals and to waive any informality in the bidding.

Proposer agrees that this proposal shall be good and may not be withdrawn for a period of one hundred and twenty (120) calendar days after the scheduled closing time for receiving proposals.

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.

Company Name

by (Signature)

Address -Street, city- state - zip

Print Name

Email

Title

Date

Telephone/Fax

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Proposal continued

Company Name

by (Signature)

Address

Print Name (Duly Authorized Representative)

City-Town, zip

Title

Date

Telephone/Fax

Email

Cell Phone/ Alt.Contact Number

WEB SITE

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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 General Bid:
Please see BID 6194 for Requirements- scope -Specifications and See Bid 6194 -Drawings

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