

TOWN OF TRUMBULL
TASHUA KNOLLS GOLF COURSE
REQUEST FOR PROPOSAL
BOBCAT COMPACT EXCAVATOR

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER 6198

Due: JULY 12, 2016 at 2:00PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids to for a E45 T4 BOBCAT COMPACT EXCAVATOR 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 one (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: 6198 Due: JULY 12, 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 Kevin Bova, 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**

- a) All inquiries regarding this request shall be answered up to the close of business on **JULY 5, 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, EMAIL or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to **Mr. Hidalgo Nagashima (203-767-2255)**; all others may be directed to Kevin Bova, Purchasing Agent (203.452.5042).

- b) 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 a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Purchasing Department Website www.trumbull-ct.gov. Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of Award in writing and followed by a purchase order and a Standard Contract.

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. **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.

12. **PRICING AND TERM**

All prices quoted are to be firm for a period of **ninety days (90)** 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.

INVOICES

Invoices shall be submitted in duplicate to
Town of Trumbull
Attn: Hidalgo Nagashima
40 Tashua Knolls Lane
Trumbull, CT 06611

14 CERTIFICATE OF ORIGIN AND BROCHURES

Successful bidder shall provide the Certificate(s) of Origin to the Town at the time of delivery. The price quoted shall not include any cost for plates nor certificate of title.

15. **DELIVERY AND F.O.B.**

The quoted price must be F.O.B. Trumbull, Connecticut as designated on the purchase order. All prices shall be quoted as **DELIVERED PRICES**. The terms of the sale must be stated.

The successful bidder shall advise the Tashua Golf Knolls Supervisor Manager **Hidalgo Nagashima (203-395-0925)** as to the delivery date and time to arrange for acceptance and inspection of the equipment for the Town by the Town.

In addition to the delivery of the vehicles and the satisfactory acceptance thereof, it is also the responsibility of the successful bidder to furnish the Town with the following documents:

- Original Certificate of Origin (at the time of delivery)
- Warranty
- Tax Exemption Certificate
- Repair & Parts Manual

The Town will not be obligated for payment until all of the above requirements are met and the Purchasing Department has received all necessary documents.

13. **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.

TOWN OF TRUMBULL
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REQUEST FOR PROPOSAL
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BID NUMBER 6198 Due: JULY 12, 2016 at 2:00PM

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

BOBCAT

Shipping to:
Attn: Hidalgo Nagashima
40 Tashua Knolls Lane
Trumbull, CT 06611 Phone:
(203) 395-0925
Fax: (203) 452-5187

Description	Part No	Qty	Price Ea.	Total
E45 T4 Bobcat Compact Excavator	M3215	1		
42.7 HP Tier 4	Engine/Hydraulic Monitor with Shutdown			
Auto Idle	Fingertip Auxiliary Hydraulic Control			
Auto-Shift	Fingertip Boom Swing Control			
Auxiliary Hydraulics, Selectable Flow with Boom Mounted	Horn			
Flush Face Quick Couplers	Hydraulic Joystick Controls			
Cab Forward Standard Display	Rubber Track			
Canopy	Two-Speed Travel (with Auto-Shift)			
Includes: Cup Holder, Retractable Seat Belt, Suspension Seat with High Back	Vandalism Protection			
Roll Over Protective Structure (ROPS)- Meets Requirements of ISO 12117-2: 2008	Warranty: 12 Months, Unlimited Hours			
Tip Over Protective Structure (TOPS) - Meets Requirements of ISO 12117: 2000	Work Lights			
Control Console Locks	X-Change (Attachment Mounting System)			
Control Pattern Selector Valve (ISO/STD)				
Dozer Blade with Float				
A71 Option Package	M3215-P01-A71	1		
Long Arm w/ Enlarged Counterweight	M3215-R03-C02	1		
Travel Motion Alarm	M3215-R11-C02	1		
Deluxe Cab Display	M3215-R14-C04	1		
Radio	M3215-R26-C02	1		
24" Base Class 4, Must order cutting edge.	M7022	1		
24" X-Change Severe Duty Trenching Bucket, Class 4	M7022-RO 1-C02	1		
52" X-Change Grading Bucket	6735370	1		
Power-Tilt PTX4	6718077	1		

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PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid 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 Bid for the request contained herein and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted.

Having received the specifications prepared by the Town the undersigned hereby submits the following Unit Prices 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:

**PROPOSE PRICE FOR E45 T4B OBCAT COMPACT EXCAVATOR
, DELIVERED TO Tashua Knolls Golf Course**

\$ _____

Warranty: _____

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 # _____, _____, _____, _____, _____

Company Name

by (Signature)

Address

Print Name

City-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): _____

